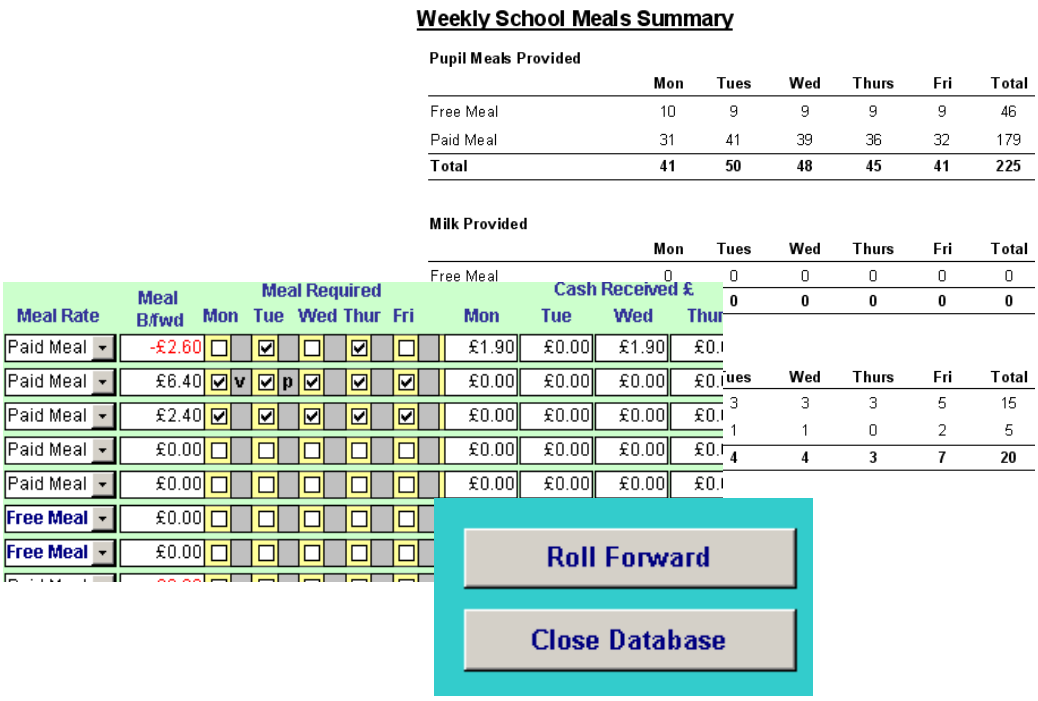
DINNER MONIES DATABASE USER GUIDE



Weekly School Meals Summary

Pupil Meals Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Free Meal	10	9	9	9	9	46
Paid Meal	31	41	39	36	32	179
Total	**41**	**50**	**48**	**45**	**41**	**225**

Milk Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Free Meal	0	0	0	0	0	0
	0	**0**	**0**	**0**	**0**	**0**

ues	Wed	Thurs	Fri	Total
3	3	3	5	15
1	1	0	2	5
4	**4**	**3**	**7**	**20**

Meal Rate	Meal B/fwd	Meal Required Mon	Tue	Wed	Thur	Fri	Cash Received £ Mon	Tue	Wed	Thur
Paid Meal	-£2.60	☐	☑	☐	☑	☐	£1.90	£0.00	£1.90	£0.
Paid Meal	£6.40	☑ v	☑ p	☑	☑	☑	£0.00	£0.00	£0.00	£0.
Paid Meal	£2.40	☑	☑	☑	☑	☑	£0.00	£0.00	£0.00	£0.
Paid Meal	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.
Paid Meal	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.
Free Meal	£0.00	☐	☐	☐	☐	☐				
Free Meal	£0.00	☐	☐	☐	☐	☐				

Roll Forward

Close Database

v2011.3

Schools Finance

v2011.3

Dinner Monies Database User Guide

Contents Page

Section 1 – Setting up the Database

- Enter School Details
- Enter Class Names
- Enter Meal Rates / Meal Types
- Enter Pupil Details - Meals
- Enter Pupil Details - Milk
- Enter Adult Details
- Roll Forward

Section 2 – School Meal Operating Instructions

- Registering Meals Required / Meal Types
- Registering Cash Received
- Entering Adjustments / Refunds / Bounced Cheques
- Receipts – Single / Multiple
- Filter by Class / Meal Rate
- Adding / Printing Notes
- Adding Additional Pupils
- Deleting Pupils
- Creating Registers

Section 3 – School Milk Operating Instructions

- Registering Milk Required
- Registering Cash Received
- Entering Adjustments / Refunds / Bounced Cheques
- Receipts – Single / Multiple
- Filter by Class / Meal Rate
- Adding / Printing Notes
- Adding Additional Pupils
- Deleting Pupils
- Creating Registers

Section 4 – Adult Meal Operating Instructions

- Registering Meals Required
- Registering Duty Meals / VAT
- Registering Cash Received
- Entering Adjustments / Refunds / Bounced Cheques
- Receipts – Single / Multiple
- Adding Additional Adults
- Deleting Adults

Section 5 – Weekly Banking

- Registering Cash Banked
- Carried Forward Unpresented Income
- Star Accounts Summary
- Clearing Bfwd Amounts

Schools Finance

v2011.3

Dinner Monies Database User Guide

Contents Page

Section 6 – Reports

- General Instructions
- The Detailed Summary
- The Weekly Summary
- The Kitchen Summary
- The Current Week Summary
- Pupil Meal / Milk Summary
- Pupil Reports – Export to Excel
- The Banking to Date Report
- Daily Reports

Section 7 – Creditors and Debtors Letters

- Creating Creditors / Debtors Letters
- Printing Letters
- Scanned Signatures
- School Logo
- Summary List
- Export to Excel

Section 8 – Roll Forward and Backing Up

- Roll Forward Prints
- The Roll Forward Process
- School Holidays / Guidance Notes
- Year End Process
- Backing Up
- Upgrading the Dinner Monies Database

Section 9 – Viewing the Archive

- Viewing an Archive
- Exiting the Archive
- Restore to Backup

Appendix 1 – Installing the Dinner Monies Database

Appendix 2 – Importing Data from Phoenix / e1

Password = dinners

SECTION ONE

Schools Finance

v2011.3

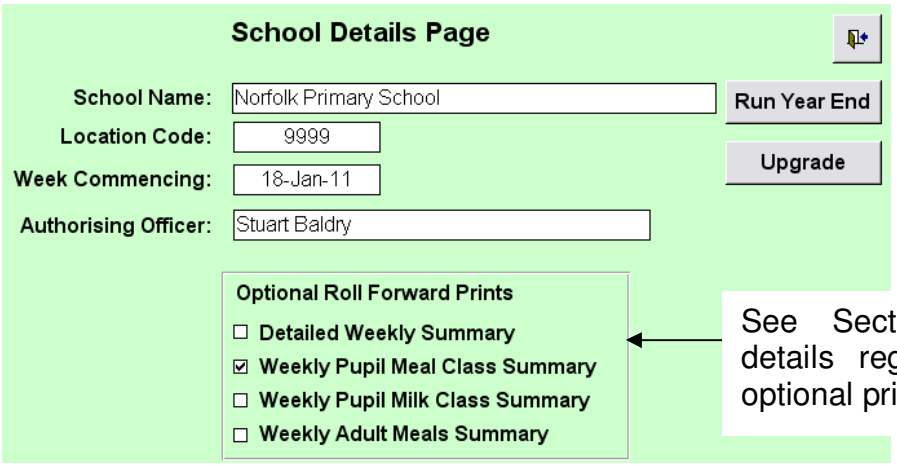
Dinner Monies Database User Guide

Section 1 – Setting Up the Dinner Monies Database

To complete the initial set-up of the database you will use the Set-Up section of the Main Menu (bottom left section of the Main Menu screen).

Enter School Details

From the Main Menu Click the '**School Details**' button



See Section 8 for details regarding the optional prints.

Overtype '**Norfolk Primary School**' with your school name.

The '**Location Code**' must be your 4 digit NCC Location Code (including any preceding zeros e.g. 0999 or 9999). This is not your 926/XXXX DfE Number.

The '**Week Commencing**' date should be the date of the Monday ***before*** you wish to start using the database to allow any take-on balances to be entered.

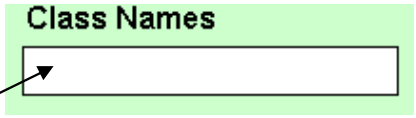
The '**Authorising Officer**' name is the name that will appear on the Creditors / Debtors letters printed from the database.

Click the button to return to the Main Menu when you entered your schools details.

Enter Class Names

From the Main Menu click the '**Enter Class Names**' button

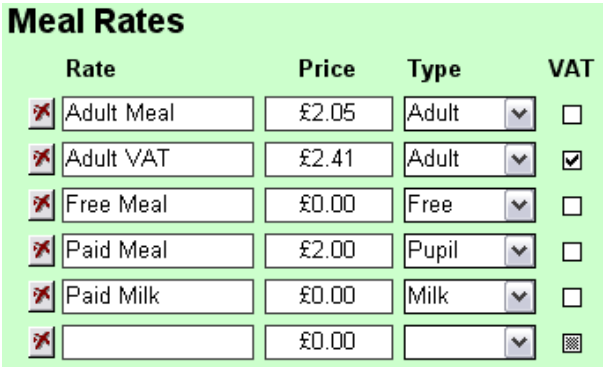
Enter your first Class Name here. When you begin typing in this box a second box will appear below the first one to enable you to enter further class names.



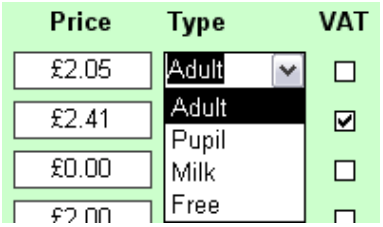
Click the button to return to the Main Menu once you have entered all your class names.

Enter Meal Rates

From the Main Menu click the '**Set Meal Rates**' button.



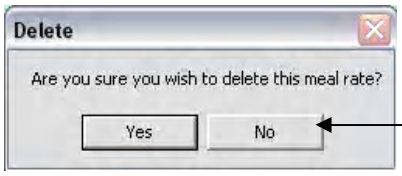
The five pre-set meal rates included with the installation are the minimum amount required to use the database fully. The pre-set meal rate names can be altered and additional meal rates can be entered if needed.



Enter a price for the meal rate, select a Type and, if the meal rate is for an adult meal that is VATable, place a tick in the VAT box.

When registering Pupil Meals, Milk or Adult Meals the only free meal rates and meal rates that match the type (i.e. only Adult within the adult meals screen).

To delete a meal rate click the delete button next to the rate to be deleted.



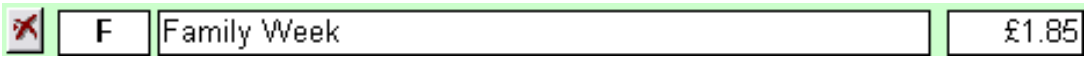
Click '**Yes**' to delete the rate, or '**No**' to cancel.

Please Note: If you delete a meal rate you must ensure that the meal rate of any person registered against the delete rate is amended before rolling forward.

Enter Meal Types

From the Main Menu click the '**Set Meal Rates**' button.

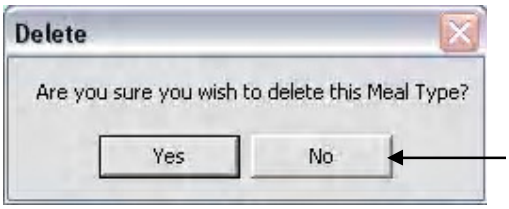
Meal Types can only be used within the Pupil Meals section of the database. The three pre-set meal types included with the installation (P, V and X) cannot be deleted; only the description and price can be altered if required). Additional meal types can be entered if needed.



To add additional rates enter a new Code, Description and Price (if required – see below). Codes can only be alphanumeric (i.e. A to Z or 0 to 9).

Meal Type Prices: A price is only required within the meal type section if it differs from the normal paid meal rate registered against a pupil. Any difference in price will then be taken into account when calculating the amount to carry forward fro the pupil. For example, if a pupil has a Christmas Meal which costs 15p more than the normal paid meal rate an additional 15p will be taken off the carry forward figure.

To delete a meal type, click the delete button next to the code to be deleted.



Click '**Yes**' to delete the rate, or '**No**' to cancel.

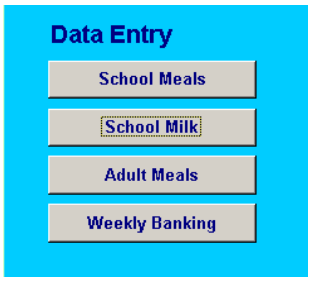
Click to print a list of all meal rates and types.

Click to return to the Main Menu.

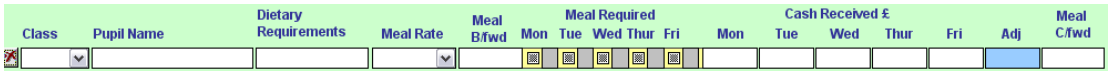
Enter Pupil Details - Meals

Please Note: If you wish to import your pupil names from Phoenix or e1 please refer to Appendix 2 – this **must** be completed before the '**School Meals**' button is clicked.

To manually enter the Pupil details and meal information you will need to use the 'Data Entry' section of the Main Menu (top left section of the screen).



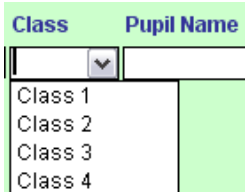
From the Main Menu, click the '**School Meals**' button.



For the initial set-up of the database you will only need to enter information into the Class, Pupil Name, Dietary Requirements, Meal Rate and Adj boxes.

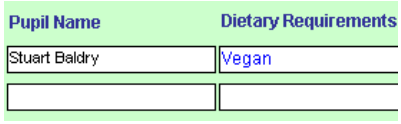
Select Class:

Click on the down arrow in the Class Column to open the list of classes you previously entered. Click on the required Class to select.



Enter Pupil Names / Dietary Requirements:

Click into or tab across to the Pupil Name column and type in the name of the pupil.



Naming Convention: The way in which you enter your pupils' names within the database must follow a specific format. If you do not have your data entered in the specified format the creditors and debtors letters will not be able to be produced correctly. The format to follow is either:

First Name followed by one space then **Surname** (e.g. Joe Bloggs)
or **Surname** followed by one space then **First Name** (e.g. Bloggs Joe)

There must be no commas, hyphens or any other punctuation between the first name and surname. If you have any double-barrelled surnames or first names these must be separated by a hyphen (-), for example, Helen Copeman-Hughes.

You must not set up pupils with only one name – a first name and surname must be entered. If a single name is entered this could affect the ability to print the creditors / debtors letters from the database.

Click into or tab across to the Dietary Requirements column. Enter any dietary requirements for the pupil e.g. vegetarian, vegan etc. You can also use this field to record any allergies to food that a pupil may have.

Enter Meal Rates:
Click on the down arrow in the Meal Rate Column to open a list of Meal Rates that you have previously entered.

The drop down box will show you the name of the rates available and the price associated with that rate.

Click on the required meal rate to select.

Please Note: When entering new pupil names into the database the default Meal Rate will be set to "Paid Meal". If you have altered this name in any way within the Meal Rates screen you **must** ensure that the meal rate is changed to match one listed on the meal rates screen.

Enter Take On Balances:

Enter any Credits/Debits to be carried forward as take-on balances into the adjustments (Adj) column.

Enter **DEBITS** as a Negative Figure
Enter **CREDITS** as a Positive Figure

Enter Notes:

To enter any Notes about a pupil, for example, a Free Meal Expiry Date click the '**Enter Notes**' button. This will open a notes field covering those that were previously in view.

Once you have entered your notes click the '**Enter Notes**' button again to hide the notes field.

Repeat the above steps for each pupil.

If you have imported your pupil details from Phoneix/e1 you will only be required to enter the dietary requirement, meal rate, take on balance and notes (as above).

Enter Pupil Details – Milk

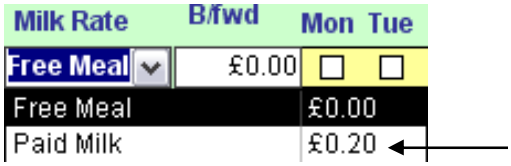
From the Main Menu click the '**School Milk**' button.

Each pupil name entered within the School Meals screen will automatically be carried through into the School Milk screen, along with any dietary requirements.

Within the Milk screen you will only be required to enter the DEBITS and CREDITS to be carried forward in the Adjustments column (as per instructions above) and the Milk Rate.

Enter Milk Rates:

Click on the down arrow in the Milk Rate Column to open the list of Meal Rates that you have previously entered.



The drop down box will show you the name of the rates available and the price associated with that rate.

Click on the required milk rate to select.

Please Note: As many schools do not use the School Milk section of the database the Milk Rate defaults to 'Free Meal' for each pupil. If you alter the 'Free Meal' rate name you must ensure that a valid Milk Rate is selected for each pupil.

Enter Take On Balances:

Enter any Credits/Debits to be carried forward as take-on balances into the adjustments (Adj) column.

Adj	Milk C/fwd
-£0.20	-£0.20
£0.20	£0.20

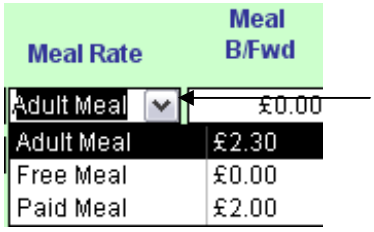
Enter **DEBITS** as a Negative Figure
Enter **CREDITS** as a Positive Figure

Repeat for each pupil.

Enter Adult Details

From the Main Menu click the '**Adult Meals**' button

Enter the Adults name and select the required meal rate from the drop down list.



The drop down box will show you the name of the rates available and the price associated with that rate.

Enter any Credits/Debits to be carried forward as take-on balances into the adjustments (Adj) column

Adj	Cfwd Meal
-£4.60	-£4.60
£2.30	£2.30

Enter **DEBITS** as a Negative Figure
Enter **CREDITS** as a Positive Figure

Please see Section 4 for instructions regarding duty meals, and meals that are VATable.

Repeat for each adult.

Roll Forward

Once you have fully entered all of your details as per the instructions above you will need to roll forward into the next week (this should be the week that you wish to begin using the database to record your school meal requirements).

This will carry the take-on balances forward as the 'Meal Bfwd' figure within the data entry screens.

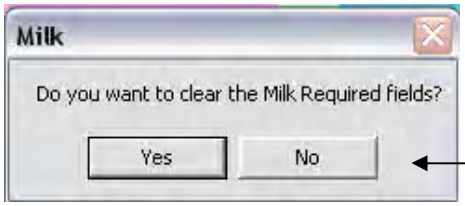
From the Main Menu, click '**Roll Forward**'.

Click '**Yes**' to Continue
Click '**No**' to Cancel

If you clicked '**Yes**' the Weekly Summary, Kitchen Summary and Detailed Summary reports will print.

Click '**Yes**' to Continue
Click '**No**' to Cancel

Click '**Yes**'



Click '**Yes**'

Click '**OK**'

The date shown should have rolled forward 7 days and should be the date of the Monday that you will begin using the database to record your school meal requirements.

The Roll Forward process is explained fully in Section 8.

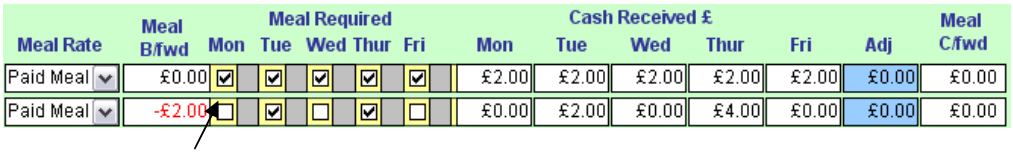
Once the roll forward is complete please enter the School Meals, School Milk and Adult Meals screens to ensure that the Meal bfwd and Milk bfwd figures agree to those that you entered in the Adjustments column as take-on balances.

SECTION TWO

Schools Finance
Dinner Monies Database User Guide
Section 2 – School Meal Operating Instructions

Registering Meals Required:

From the Main Menu click the '**School Meals**' button


Meal Rate
Meal B/fwd
Meal Required
Mon Tue Wed Thur Fri
Cash Received £
Mon Tue Wed Thur Fri Adj
Meal C/fwd
Paid Meal £0.00 £2.00 £2.00 £2.00 £2.00 £2.00 £0.00 £0.00
Paid Meal -£2.00 £0.00 £2.00 £0.00 £4.00 £0.00 £0.00 £0.00

For each pupil place a tick in each day that the pupil requires a meal. To do this either click within the box, or tab into the box and press the space bar on your keyboard. Click the square again to remove the tick.

If you wish to highlight each day for a pupil click any field within the pupils record and then press **Ctrl & A**. If the Monday field for the pupil is ticked this function will set all of the meal required fields to un-ticked (i.e. no meals are required in the current week), and the Meal types will be cleared. If the Monday field for the pupil is un-ticked this function will set all of the meal required fields to ticked (i.e. a meal is required each day).

Meal Types:

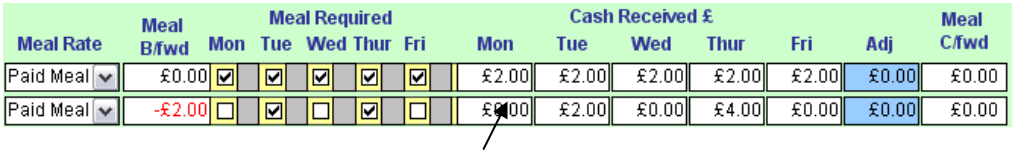
If you wish to further analyse the types of meal provided to the pupils spaces have been provided next to each tick box.

Enter a valid Meal Type code (as created within the Meal Rates screen, see Section 1). Meal types can only be entered if the day it relates to has been ticked to register a meal, and if it matches a valid code. If either of these is an issue one of the following messages will appear:

To view a list of valid meal rates and meal types double click any of the meal type fields.

Any Meal Type registered will be shown on the Daily Meals Reports and Kitchen Summary Report (see Section 6).

Registering Cash/Cheques Received:



Meal Rate	Meal B/fwd	Meal Required Mon	Tue	Wed	Thur	Fri	Cash Received £ Mon	Tue	Wed	Thur	Fri	Adj	Meal C/fwd
Paid Meal	£0.00	☑	☑	☑	☑	☑	£2.00	£2.00	£2.00	£2.00	£2.00	£0.00	£0.00
Paid Meal	-£2.00	☐	☑	☐	☑	☐	£6.00	£2.00	£0.00	£4.00	£0.00	£0.00	£0.00

Enter any cash received for each pupil into the day on which that cash was received. If a parent has paid by cheque please enter the amount of the cheque as the cash figure.

If you enter cash received against a pupil registered with a meal rate beginning with the word “Free” an error message will appear:

Cash Received Error
You have registered cash received against a pupil receiving Free Meals
Please change this back to £0.00 if this has been entered in error
OK

The database will calculate any credit to carry forward by subtracting the amount of cash received from the total that the pupil owes for meals during the current week (based on the meal rate and meal types entered for that pupil).

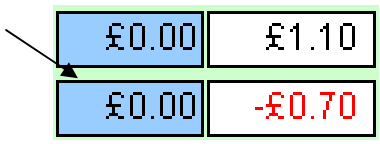
Debit Balances are highlighted in Red
Credit Balances are highlighted in Green.

Please Note: For the carry forward calculation to work there must be a figure in each of the cash received boxes. The boxes have a default value of £0.00 – please ensure that you do not delete these default values if you are not replacing them with another amount.

Entering Adjustments:

To make any adjustments to the amount of Meal Cfwd without affecting the banking figure please use the Adjustments (Adj) column.

Enter a **NEGATIVE** amount to reduce the Meal C/fwd
Enter a **POSITIVE** amount to increase the Meal C/fwd



The adjustments column is only for adjustments where you are not giving/receiving physical cash for pupils.

Refunds:

If a refund is made by giving a pupil / parent cash from the income collected during the week the refund should be entered as a negative value in the cash column of the day the refund is given:

Cash Received £					
Mon	Tue	Wed	Thur	Fri	Adj
£0.00	£0.00	£0.00	-£2.00	£0.00	£0.00

Refunds will be highlighted in red within the cash received columns.

This ensures that the total collected within the Weekly Banking screen is adjusted according to the cash refunded.

If a refund is made by writing a cheque from the schools bank account the refund should be entered as a normal adjustment (as above), as this type of refund will not affect the banking figures within the Dinner Monies Database.

Bounced Cheques:

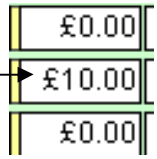
If a parent pays for school meals with a cheque which subsequently bounces, and a replacement cheque is written, the new cheque must be entered as cash received and the value of the bounced cheque should be entered as an adjustment (as a negative amount).

The bounced cheque would have been taken into account when the carry forward figure was calculated. Therefore, the adjustment is required to ensure that the carry forward is not overstated.

For example, during the previous week a pupils parents gave the school a cheque for £50.00. This cheque bounces and a second cheque is written:

Pupil Name	Dietary Requirements	Meal Rate	Meal B/fwd	Meal Required					Cash Received £						Meal C/fwd
				Mon	Tue	Wed	Thur	Fri	Mon	Tue	Wed	Thur	Fri	Adj	
STANFORD James		Paid Meal	£35.00	☑	☑	☑	☐	☐	£0.00	£0.00	£0.00	£50.00	£0.00	-£50.00	£29.00

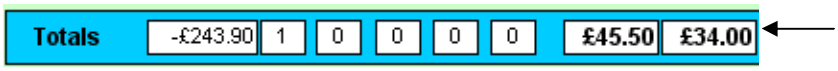
Receipts:



Single: If you wish to print a receipt for any single amount of cash received double-click the amount after it has been entered.

The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

Multiple: If you wish to print multiple receipts onto one page that can be separated manually double-click the daily total field.

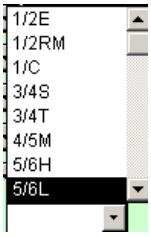


The multiple receipts gives 7 receipts per page sorted in alphabetical order for the entire school. The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

Please Note: If the pupil meals screen is filtered by a class (see below) the multiple receipts printed will relate to the filtered class only.

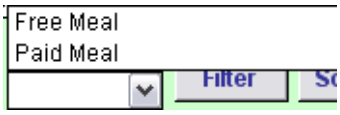
Filter By Class / Meal Rate:

When registering meals eaten and cash received it may prove easier to deal with each class separately on screen. To do this click the down arrow in the '**Filter by Class**' drop down box and select the required class.



This will filter the list of pupils to show only the class you have selected. Once you have completed entering the details for the selected class click the '**Remove Filter**' button to return to the full list of pupils.

Alternatively, you may wish to view only those records relating to a specific meal rate. To do this click the down arrow in the '**Filter by Rate**' drop down box and select the required meal rate.

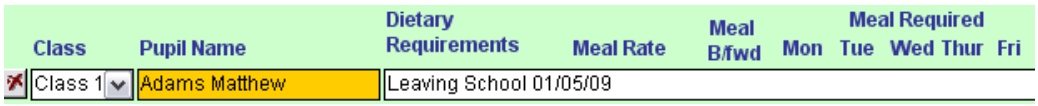


This will filter the list of pupils to show only those that match the meal rate you have selected. Once you have completed entering the details for the selected rate click the '**Remove Filter**' button to return to the full list of pupils.

The school meals / milk screens are automatically sorted by class then pupil name. If you wish to view an alphabetical list of all pupils within the database, regardless of their class, click the '**Sort by School**' button. Click the '**Remove Filter**' button sort by class and pupil name again.

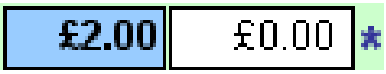
Adding Notes:

If you make any adjustments to the Meal C/fwd or wish to make any notes against a pupil please click the '**Enter Notes**' button. This will open the notes field covering those that were previously in view.



Once you have entered your notes click the '**Enter Notes**' button again to hide the notes field.

For quick reference if any notes have been entered against a pupil an asterisk will be displayed to the right of the Meal C/Fwd field.



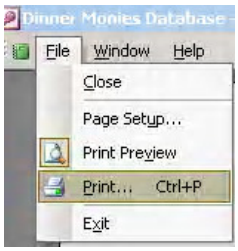
Please Note: At roll forward any notes in the notes field will also be rolled forward. If your note relates to a one off event please ensure that you manually delete the note at the beginning of the next week.

Print Notes:

If you wish to see all of the notes for every pupil please click the '**Print Notes**' button to open a report showing all of the notes for each pupil (for both Meals and Milk). Only those pupils with notes against their names will be shown in this report.

Notes 02/02/2009

Class 1	Adams Matthew
Meal Note	Leaving School 01/05/09
Milk Notes	
Class 1	Harrop Jackie
Meal Note	Free Meal Expires 27/03/09
Milk Notes	
Class 1	Stanford James
Meal Note	Free Meal Expires 01/05/09
Milk Notes	

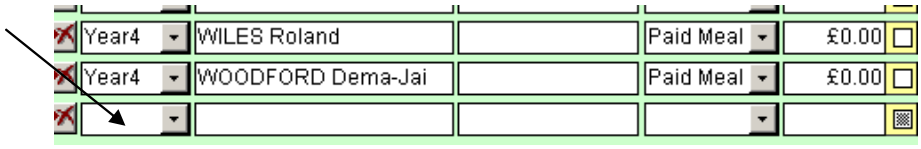


To print this report click **File** then **Print**

To exit this report click **File** then **Close**

Adding Additional Pupils:

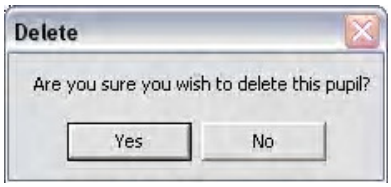
After entering all of your pupil names during the initial set-up of the database you will be left with a blank line at the bottom of your list. To enter any new pupils simply enter their details as per the set up instructions in Section 1 into this blank line.



The list of pupils within the School Meals and School Milk screens are automatically sorted alphabetically by class and pupil name when the screen is opened. Therefore, the next time you enter the meals screen the new pupil will appear alphabetically with the class to which it belongs.

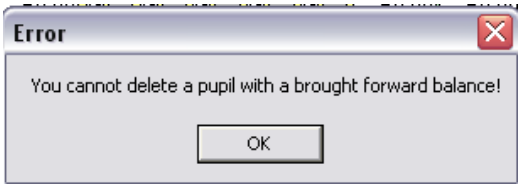
Deleting Pupils:

To delete any records within the Dinner Monies Database please click the delete button next to the record you wish to delete.



Click '**YES**' to confirm you wish to delete the record.
Click '**NO**' if you do not wish to delete the record.

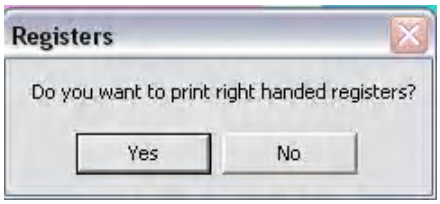
Any pupils registered with a brought forward balance in either School Meals or School Milk **cannot** be deleted.



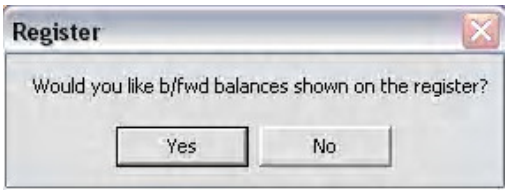
If you have a pupil to be deleted with a brought forward balance an authorised adjustment will need to be entered to take the Credit C/Fwd figure to zero. The pupil can then be deleted during the following week after the database has been rolled forward.

Creating Registers:

From the Main Menu click the '**Registers - Meals**' button.



If you click '**Yes**' to this message the pupil names on the registers will print on the left hand side of the page. If you click '**No**' to this message the pupil names will be shown on the right hand side of the page.



If you click '**Yes**' to the above message the brought forward balances for each pupil will be shown on the register. If you click '**No**' to the above message brought forward balances will not be shown.

Please Note: You should only show brought forward balances if you print the registers weekly.

The week commencing date will need to be manually entered for each week. This means that you will only need to print one register for each class and photocopy it as required each week (if brought forward balances are not shown).

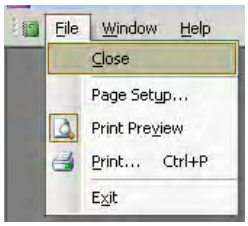
DINNER Register Week Commencing:

Class: J3

	Mon	£	Tue	£	Wed	£	Thurs	£	Fri	£
BALDRY Stuart										
CHIA Pat										
HARROP Jackie										
KNIGHTS Linda										

Each day of the week has a box that can be ticked to show that a meal is required for that day, and a box for registering any cash received for a pupil. The registers also have '**Totals**' boxes for each column listed that can be completed by the person marking the register to act as a double check when the figures are entered onto the database.

If a pupil is shown on the register highlighted in bold it means that they are registered with a meal rate that begins with the word 'Free'.



To print the Registers click **File** and then **Print**

To exit the Register click **File** and then **Close**

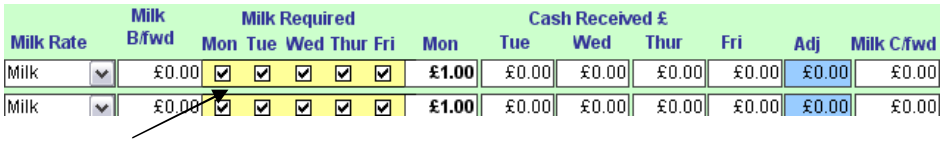
To make the transfer of data between the Registers and the database more efficient any list produced from within the database will appear in the order in which it appears on screen.

SECTION THREE

Schools Finance
Dinner Monies Database User Guide
Section 3 – School Milk Operating Instructions

Registering Milk Required:

From the Main Menu click the '**School Milk**' button.

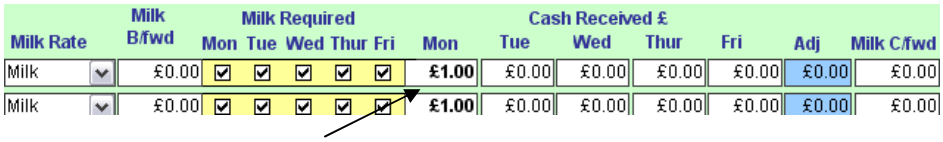


Milk Rate	Milk B/fwd	Milk Required Mon	Tue	Wed	Thur	Fri	Cash Received £ Mon	Tue	Wed	Thur	Fri	Adj	Milk C/fwd
Milk	£0.00	☑	☑	☑	☑	☑	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Milk	£0.00	☑	☑	☑	☑	☑	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For each pupil place a tick in each day that the pupil requires milk. To do this either click within the box, or tab into the box and press the space bar on your keyboard. Click the square again to remove the tick.

If you wish to highlight each day for a pupil click any field within the pupils record and then press **Ctrl & A**. If the Monday field for the pupil is ticked this function will set all of the milk required fields to un-ticked (i.e. no milk is required in the current week). If the Monday field for the pupil is un-ticked this function will set all of the milk required fields to ticked (i.e. milk is required each day).

Registering Cash/Cheques Received:



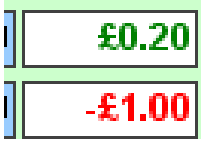
Milk Rate	Milk B/fwd	Milk Required Mon	Tue	Wed	Thur	Fri	Cash Received £ Mon	Tue	Wed	Thur	Fri	Adj	Milk C/fwd
Milk	£0.00	☑	☑	☑	☑	☑	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Milk	£0.00	☑	☑	☑	☑	☑	£1.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Enter any cash received for each pupil into the day on which that cash was received. If a parent has paid by cheque please enter the amount of the cheque as the cash figure.

If you enter cash received against a pupil registered with a milk rate beginning with the word "Free" an error message will appear:

Cash Received Error
You have registered cash received against a pupil receiving Free Meals
Please change this back to £0.00 if this has been entered in error
OK

The database will calculate any credit to carry forward by subtracting the amount of cash received from the total that the pupil owes for milk during the current week (based on the milk rate selected for that pupil).



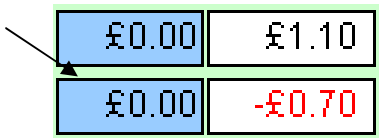
Debit Balances are highlighted in Red
Credit Balances are highlighted in Green.

Please Note: For the carry forward calculation to work there must be a figure in each of the cash received boxes. The boxes have a default value of £0.00 – please ensure that you do not delete these default values if you are not replacing them with another amount.

Entering Adjustments:

To make any adjustments to the amount of Milk Cfwd without affecting the banking figure please use the Adjustments (Adj) column.

Enter a **NEGATIVE** amount to reduce the Milk C/fwd
Enter a **POSITIVE** amount to increase the Milk C/fwd



The adjustments column is only for adjustments where you are not giving/receiving physical cash for pupils.

Refunds:

If a refund is made by giving a pupil / parent cash from the income collected during the week the refund should be entered as a negative value in the cash column of the day the refund is given:

Cash Received £					
Mon	Tue	Wed	Thur	Fri	Adj
£0.00	£0.00	£0.00	-£2.00	£0.00	£0.00

Refunds will be highlighted in red within the cash received columns.

This ensures that the total collected within the Weekly Banking screen is adjusted according to the cash refunded.

If a refund is made by writing a cheque from the schools bank account the refund should be entered as a normal adjustment (as above), as this type of refund will not affect the banking figures within the Dinner Monies Database.

Bounced Cheques:

If a parent pays for school milk with a cheque which subsequently bounces, and a replacement cheque is written, the new cheque must be entered as cash received and the value of the bounced cheque should be entered as an adjustment (as a negative amount).

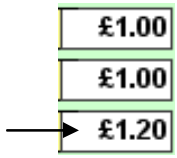
The bounced cheque would have been taken into account when the carry forward figure was calculated. Therefore, the adjustment is required to ensure that the carry forward is not overstated.

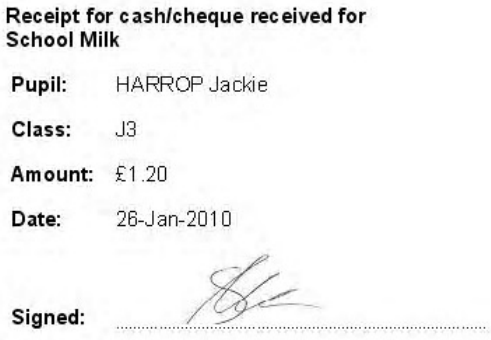
For example, during the previous week a pupils parents gave the school a cheque for £15.00. This cheque bounces and a second cheque is written:

Pupil Name	Dietary Requirements	Milk Rate	Milk B/fwd	Milk Required Mon	Tue	Wed	Thur	Fri	Cash Received £ Mon	Tue	Wed	Thur	Fri	Adj	Milk C/fwd
HARROP Jackie		Paid Milk	£14.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£15.00	-£15.00	£14.00
KNIGHTS Linda		Free Meal	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Receipts:

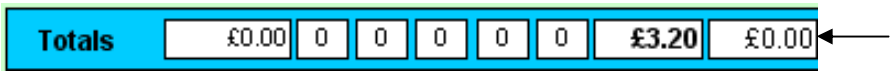
Single: If you wish to print a receipt for any single amount of cash received double-click the amount after it has been entered.





The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

Multiple: If you wish to print multiple receipts onto one page that can be separated manually double-click the daily total field.

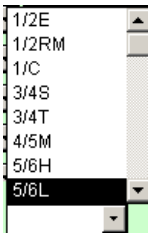


The multiple receipts gives 7 receipts per page sorted in alphabetical order for the entire school. The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

Please Note: If the pupil milk screen is filtered by a class (see below) the multiple receipts printed will relate to the filtered class only.

Filter By Class / Milk Rate:

When registering milk required and cash received it may prove easier to deal with each class separately on screen. To do this click the down arrow in the '**Filter by Class**' drop down box and select the required class.



This will filter the list of pupils to show only the class you have selected. Once you have completed entering the details for the selected class click the '**Remove Filter**' button to return to the full list of pupils.

Alternatively, you may wish to view only those records relating to a specific milk rate. To do this click the drop down arrow in the '**Filter by Rate**' drop down box and select the required milk rate.

This will filter the list of pupils to show only those that match the milk rate you have selected. Once you have completed entering the details for the selected class click the '**Remove Filter**' button to return to the full list of pupils.

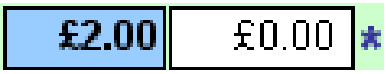
The school meals / milk screens are automatically sorted by class then pupil name. If you wish to view an alphabetical list of all pupils within the database, regardless of their class, click the '**Sort by School**' button. Click the '**Remove Filter**' button sort by class and pupil name again.

Adding Notes:

If you make any adjustments to the Milk C/fwd or wish to make any notes against a pupil please click the '**Enter Notes**' button. This will open the notes field covering those that were previously in view.

Once you have entered your notes click the '**Enter Notes**' button again to hide the notes field.

For quick reference if any notes have been entered against a pupil an asterisk will be displayed to the right of the Milk C/Fwd field.



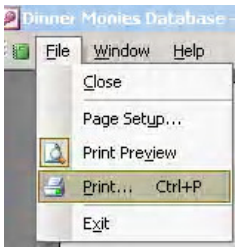
Please Note: At roll forward any notes in the notes field will also be rolled forward. If your note relates to a one off event please ensure that you manually delete the note at the beginning of the next week.

Print Notes:

If you wish to see all of the notes for every pupil please click the '**Print Notes**' button to open a report showing all of the notes for each pupil (for both Meals and Milk). Only those pupils with notes against their names will be shown in this report.

Notes 02/02/2009

Class 1	Adams Matthew
Meal Note	Leaving School 01/05/09
Milk Notes	
Class 1	Harrop Jackie
Meal Note	Free Meal Expires 27/03/09
Milk Notes	
Class 1	Stanford James
Meal Note	Free Meal Expires 01/05/09
Milk Notes	

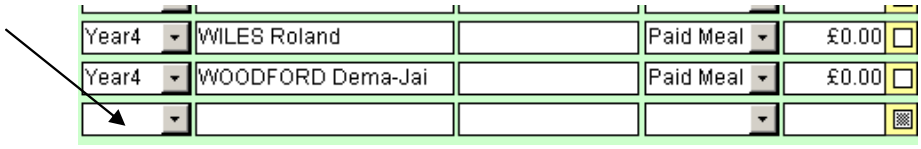


To print this report click **File** then **Print**

To exit this report click **File** then **Close**

Adding Additional Pupils:

After entering all of your pupil names during the initial set-up of the database you will be left with a blank line at the bottom of your list. To enter any new pupils simply enter their details as per the set up instructions in Section 1 into this blank line.



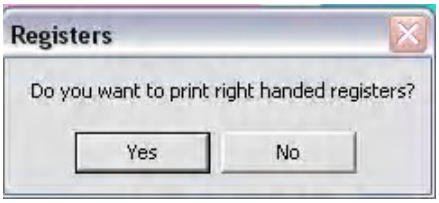
The list of pupils within the School Meals and School Milk screens are automatically sorted alphabetically by class and pupil name when the screen is opened. Therefore, the next time you enter the milk screen the new pupil will appear alphabetically with the class to which it belongs.

Deleting Pupils:

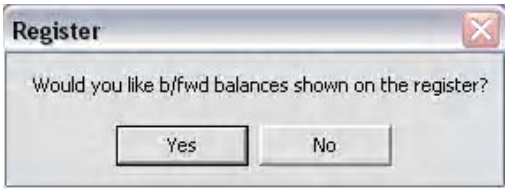
Pupils can only be deleted via the school meals screen. Please refer to section 2 for further details.

Creating Registers:

From the Main Menu click the '**Registers - Milk**' button.



If you click '**Yes**' to this message the pupil names on the registers will print on the left hand side of the page. If you click '**No**' to this message the pupil names will be shown on the right hand side of the page.



If you click '**Yes**' to this above message the brought forward balances for each pupil will be shown on the register. If you click '**No**' to the above message brought forward balances will not be shown.

Please Note: You should only show brought forward balances if you print the registers weekly.

The week commencing date will need to be manually entered for each week. This means that you will only need to print one register for each class and photocopy it as required each week (if brought forward balances are not shown).

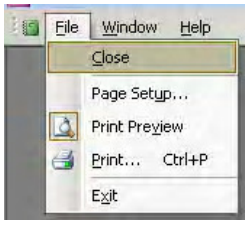
MILK Register Week Commencing:

Class: J3

	Mon	£	Tue	£	Wed	£	Thurs	£	Fri	£
BALDRY Stuart										
CHIA Pat										
HARROP Jackie										

Each day of the week has a box that can be ticked to show that milk is required for that day, and a box for registering any cash received for a pupil. The registers also have '**Totals**' boxes for each column listed that can be completed by the person marking the register to act as a double check when the figures are entered onto the database.

If a pupil is shown on the register highlighted in bold it means that they are registered with a milk rate that begins with the word 'Free'.



To print the Registers click **File** and then **Print**

To exit the Register click **File** and then **Close**

To make the transfer of data between the Registers and the database more efficient any list produced from within the database will appear in the order in which it appears on screen.

SECTION FOUR

Schools Finance

v2011.3

Dinner Monies Database User Guide

Section 4 – Adult Meals Operating Instructions

Registering Meals Required:

From the Main Menu click the '**Adult Meals**' button

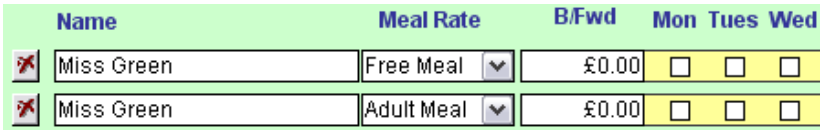
Meal B/Fwd
Meal Required
Mon Tues Wed Thur Fri
Cash Received £
Mon Tues Wed Thur Fri Adj
Meal Cfwd
£0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00
£0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00

For each adult, place a tick in each day that a meal is required. To do this either click within the box, or tab into the box and press the space bar on your keyboard. Click the square again to remove the tick.

If you wish to highlight each day for an adult click any field within the adults record and then press **Ctrl & A**. If the Monday field for the adult is ticked this function will set all of the meal required fields to un-ticked (i.e. no meals are required in the current week). If the Monday field for the adult is un-ticked this function will set all of the meal required fields to ticked (i.e. a meal is required each day).

Registering Duty Meals:

Due to the way in which the database calculates the carry forward balances it is not possible to register duty meals alongside the paid meals. If you have any adults that have both Paid meals and Duty meals (i.e. free meals) you will need to enter that adult twice – one with a paid meal rate and one with a free meal rate.



You will need to repeat this for each adult that has a duty meal.

VAT:

VAT is charged on some items of lunches sold to adults from the canteen. As not all items are charged you must ensure that there is at least 1 meal rate created for adult meals which has VAT applied to it and 1 meal rate which does not.

From meal rate screen:

If a staff member has a mixture of the two rates during a week (i.e. some items that are VATable and some items that are not) the staff member will need to be entered into the database twice (once for each type).

	Name	Meal Rate	Meal B/Fwd	Mon
	Matthew Adams	Adult NON	£0.00	☐
	Matthew Adams	Adult VAT	£0.05	☐

This is a necessary step because the database needs to calculate the amount of VAT to be applied based on the data entered for Star Accounts.

For details regarding when to charge VAT for meals please refer to the helpsheet "Should I charge VAT for School Meals Flowchart" via the following link: http://www.eficts.norfolk.gov.uk/Finance/DinnerMonies/default.asp.

Registering Cash Received:

Meal B/Fwd	Meal Required					Cash Received £						Meal Cfwd
	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Adj	
£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Enter any cash received from each adult into the day on which that cash was received. If the adult has paid by cheque please enter the amount of the cheque as the cash figure.

If you enter cash received against an adult registered with a meal rate beginning with the word "Free" (i.e. duty meals) an error message will appear:

Cash Received Error
You have registered cash received against an adult receiving Free Meals
Please change this back to £0.00 if this has been entered in error
OK

The database will calculate any credit to carry forward by subtracting the amount of cash received from the total that the person owes for meals during the current week (based on the meal rate selected for that person).

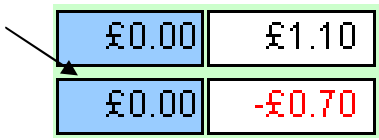
Debit Balances are highlighted in Red
Credit Balances are highlighted in Green.

Please Note: For the carry forward calculation to work there must be a figure in each of the cash received boxes. The boxes have a default value of £0.00 – please ensure that you do not delete these default values if you are not replacing them with another amount.

Entering Adjustments:

To make any adjustments to the amount of Meal Cfwd **without** affecting the banking figure please use the Adjustments (Adj) column.

Enter a **NEGATIVE** amount to reduce the Meal C/fwd
Enter a **POSITIVE** amount to increase the Meal C/fwd



The adjustments column is only for adjustments where you are not giving/receiving physical cash for adults.

Refunds:

If a refund is made by giving the adult cash from the income collected during the week the refund should be entered as a negative value in the cash column of the day the refund is given:

Cash Received £					
Mon	Tue	Wed	Thur	Fri	Adj
£0.00	£0.00	£0.00	-£2.00	£0.00	£0.00

Refunds will be highlighted in red within the cash received columns.

This ensures that the total collected within the Weekly Banking screen is adjusted according to the cash refunded.

If a refund is made by writing a cheque from the schools bank account the refund should be entered as a normal adjustment (as above), as this type of refund will not affect the banking figures within the Dinner Monies Database.

Bounced Cheques:

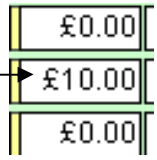
If adult meals are paid for with a cheque which subsequently bounces, and a replacement cheque is written, the new cheque must be entered as cash received and the value of the bounced cheque should be entered as an adjustment (as a negative amount).

The bounced cheque would have been taken into account when the carry forward figure was calculated. Therefore, the adjustment is required to ensure that the carry forward is not overstated.

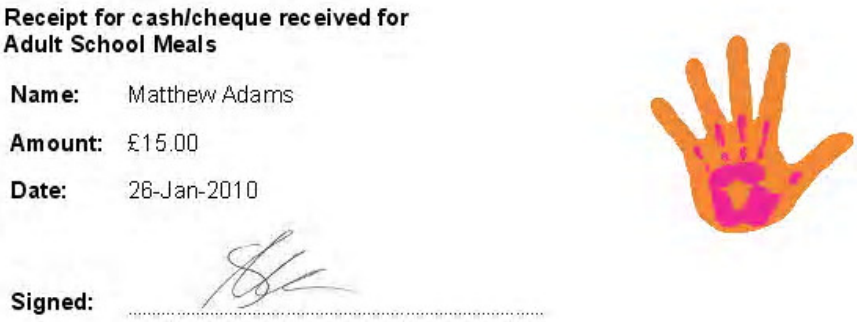
For example, during the previous week a cheque for £15.00 was entered. This cheque bounces and a second cheque is written:

Name	Meal Rate	Meal B/Fwd	Meal Required					Cash Received £						Meal Cfwd
			Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Adj	
Matthew Adams	Adult VAT	£10.05	☐	☐	☑	☐	☐	£0.00	£0.00	£0.00	£15.00	£0.00	-£15.00	£7.65

Receipts:

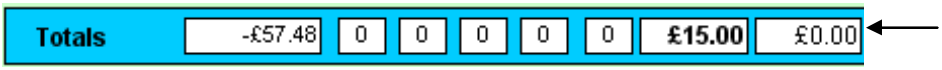


Single: If you wish to print a receipt for any single amount of cash received double-click the amount after it has been entered.



The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

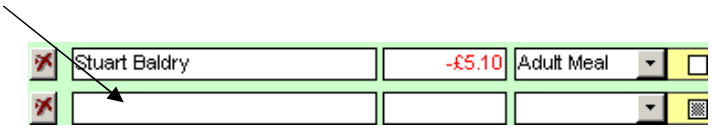
Multiple: If you wish to print multiple receipts onto one page that can be separated manually double-click the daily total field.



The multiple receipts gives 7 receipts per page sorted in alphabetical order for the entire school. The date will default to today's date. The scanned signature and school logo will only appear if they have been saved to the Dinner Monies folder. Please see section 7 for further details.

Adding Additional Adults:

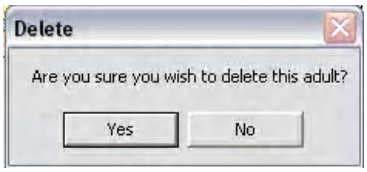
After entering all of your adult names during the initial set-up of the database you will be left with a blank line at the bottom of your list. To enter any new adults simply enter their details as per the set up instructions into this blank line. This will then create another blank line at the bottom of the list. You do not need to delete this blank line.



The list of adults within the database is automatically sorted alphabetically by name. The list of adults will appear alphabetically the next time the screen is opened.

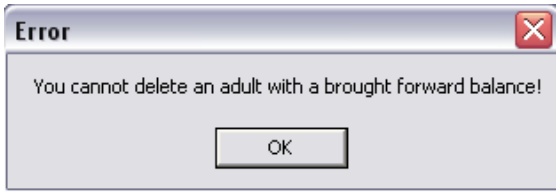
Deleting Adults:

To delete an adult from the database click the button next to the record you wish to delete.



Click **YES** to delete the record.
Click **NO** to cancel.

Any adult registered with a brought forward balance **cannot** be deleted.



If you have an adult to be deleted with a brought forward balance an adjustment will need to be entered to take the Credit C/Fwd figure to zero. The adult can then be deleted in the following week after the database has been rolled forward.

SECTION FIVE

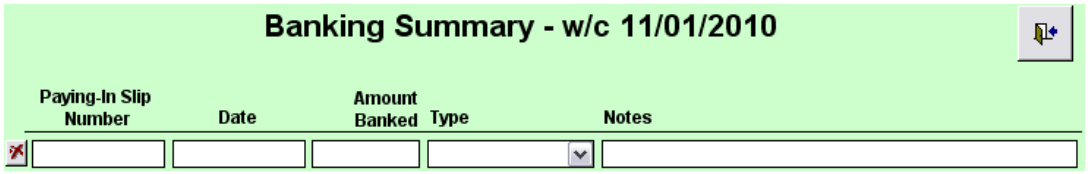
Schools Finance

v2011.3

Dinner Monies Database User Guide

Section 5 – Weekly Banking

From the Main Menu click the '**Weekly Banking**' button.



Within the banking screen you are provided with space to enter the paying-in slip number, date of banking, amount banked, type of banking and notes relating to the line of banking (as above).

The banking screen also provides a break down of the different types of meals and milk that are registered through the Dinner Monies Data – Adult Meals (VATable and Non-VATable), Pupil Meals and Pupil Milk.

	Bfwd	Collected	Banked	Cfwd
Adult - VATable	£1.00	£24.10	£0.00	£25.10
Adult Non-VAT	£2.00	£61.48	£0.00	£63.48
Pupil Meals	£3.00	£819.00	£0.00	£822.00
Pupil Milk	£4.00	£1.00	£0.00	£5.00
Totals	**£10.00**	**£905.58**	**£0.00**	**£915.58**

Bfwd – This is the difference in the amount banked and amount registered during previous weeks (see below).

Collected – This figure is the total monies collected for the current week that relates to the meal type shown.

Banked – This is the total of any banking registered within the banking screen for the current week.

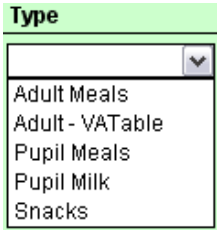
Cfwd – This figure is calculated as: Bfwd + Collected – Banked.

All Dinner Monies banking is paid into the schools main LMS Bank Account, therefore, any monies banked for Dinners/Milk must be entered into Star Accounts. A summary report of the current weeks banking will be included within the Weekly Summary printed at roll forward (see below).

Schools Finance
Dinner Monies Database User Guide
Section 5 – Weekly Banking

Registering Cash/Cheques Banked

All banking registered through the dinner monies database **must** be entered against the type of income that it relates to, in order to ensure that VAT is correctly accounted for, and reclaimed, for Adult Meals. When registering banking select the correct '**Type**' from the drop down list.



Whilst snacks are not registered within the Dinner Monies Database a 'Snacks' type has been included for schools to use if they wish. Any banking registered against snacks is not included when calculations of carried forward income are made. If the rate has been used it will, however, appear within the Star Account summary (see below).

Paying-In Slip Number	Date	Amount Banked	Type	Notes
500001	15-Jan-10	£25.10	Adult - VATable	includes £1.00 owed by A Smith from prior week
500001	15-Jan-10	£61.48	Adult Meals	
500001	15-Jan-10	£810.00	Pupil Meals	
500001	15-Jan-10	£5.00	Pupil Milk	
500001	15-Jan-10	£88.48	Snacks	

To add a new banking simply enter the paying-in slip number, date, amount, type and any notes relating to that line of banking on the blank line at the bottom of the banking summary section.

Carried Forward Unpresented Income

All income received should be banked in the week in which it was collected. If due to the banking arrangements within your school you cannot bank all monies in the week in which it was collected the difference will be carried forward to the next week.

	Bfwd	Collected	Banked	Cfwd
Adult - VATable	£1.00	£24.10	£25.10	£0.00
Adult Non-VAT	£2.00	£61.48	£61.48	£2.00
Pupil Meals	£3.00	£819.00	£810.00	£12.00
Pupil Milk	£4.00	£1.00	£5.00	£0.00
Totals	**£10.00**	**£905.58**	**£901.58**	**£14.00**

In the above example, £14.00 will be carried forward (£2.00 for Adult Non-VATable meals and £12.00 for Pupil Meals).

After the roll forward has taken place these figures will appear as the '**Bfwd**' figure. Any unpresented income should be banked during the following week, i.e. the total banked will be higher than the total collected.

If you have any issues with Bfwd unpresented income, please contact your Finance Support Officer for assistance.

Star Accounts Summary

Within the Weekly Summary that is printed at roll forward a summary of the banking registered for the current week will be included, showing the subjective code and VAT rate applicable to the rate:

Star Accounts You must ensure that transactions totalling the following amounts have been entered into Star Accounts for the current week.

Subj	Description	Nett	VAT Rate	VAT	Gross
9324	Pupil Meals (NCS Only)	£324.90	**T**	£0.00	£324.90
9325	Sales of Milk	£0.00	**T**	£0.00	£0.00
9327	Adult Meals - VATable (NCS Only)	£0.00	**A**	£0.00	£0.00
9328	Adult Meals NON-VATable (NCS Only)	£29.20	**T**	£0.00	£29.20
9329	Snack Monies (NCS Only)	£150.23	**T**	£0.00	£150.23

Please Note: If you do not purchase your meals from NORSE subjective code 9320 (Meals - General) should be used to record all of the above income within Star Accounts.

Entered into Star Accounts by: ..... Date: .....

Voucher Numbers: .....

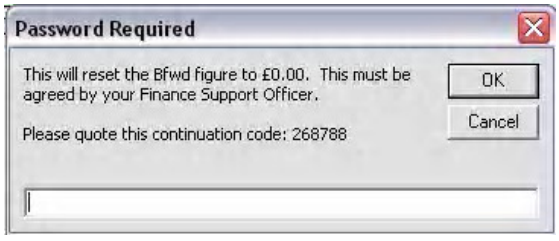
Transactions with a cumulative total matching the above report **must** be entered / have been entered within Star Accounts.

Clearing Bfwd Amounts:

Any differences in the amount collected and amount banked will roll forward each week as Bfwd Unpresented Income.

If these amounts total £0.00 (i.e. 2 amounts net to £0.00) the amounts should be reset to £0.00. To do this, double click on the amount to be reset.

	Bfwd
Adult - VATable	-£2.05
Adult Non-VAT	£2.05
Pupil Meals	£0.00
Pupil Milk	£0.00
Totals	**£0.00**


Password Required
This will reset the Bfwd figure to £0.00. This must be agreed by your Finance Support Officer.
OK
Cancel
Please quote this continuation code: 268788

Call the Finance Support Helpline (01603 638564) and quote the continuation code shown. Enter the pass code given and click '**OK**'.

If the total brought forward does not net to £0.00 this process can still be used to clear the brought forward unpresented income, however, the reason for the unpresented income must be thoroughly investigated and authorisation must be given to clear the amount.

SECTION SIX

Schools Finance

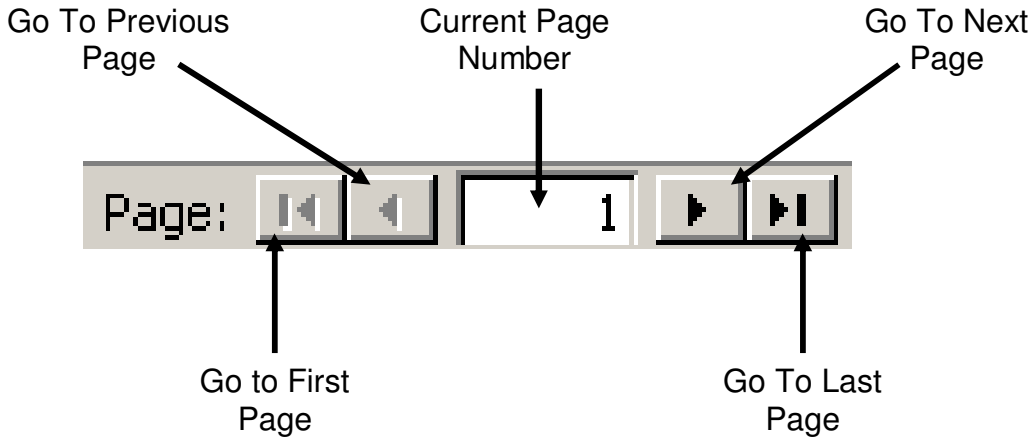
v2011.3

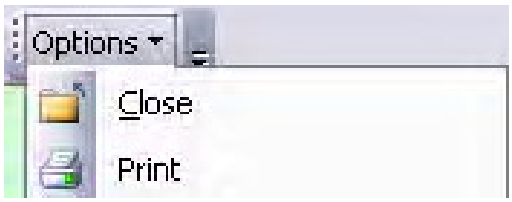
Dinner Monies Database User Guide

Section 6 - Reports

General Instructions

When viewing a report only one page will be shown at a time. To move your way through the reports please use the navigators located in the bottom left of the screen.





To **Exit** the report click **Options** then **Close.**

To **Print** the report click **Options** then **Print.**

The Detailed Summary

From the Main Menu click the '**Detailed Summary**' button

The Detailed Summary provides you with a summary of all the transactions for the current week broken down by class and meal rate. This is further broken down into Meals Eaten and Cash Received.

Summary of Meals Eaten and Cash Received

			Meals Eaten						Cash Received							
	B/fwd	Meal Rate	Mon	Tue	Wed	Thu	Fri	Total	Mon	Tue	Wed	Thu	Fri	Adj	Total	C/fwd
School Meals																
INFANT	-£2.00	Free Meal	2	1	1	1	1	6	£0.00	£0.00	£0.00	£0.00	£0.00	£2.00	£0.00	£0.00
INFANT	£3.60	Paid Meal	7	15	14	10	6	52	£18.00	£17.00	£13.00	£8.00	£34.40	£0.00	£90.40	-£10.00
J3	£0.00	Free Meal	3	3	3	3	3	15	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
J3	£0.00	Paid Meal	3	3	2	2	0	10	£6.00	£6.00	£4.00	£4.00	£0.00	£0.00	£20.00	£0.00
JUN 2	£0.00	Free Meal	2	2	2	2	2	10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JUN 2	-£6.50	Paid Meal	10	12	12	13	14	61	£77.50	£6.00	£12.00	£6.00	£32.00	£0.00	£133.50	£5.00
JUNIOR	£0.00	Free Meal	3	3	3	3	3	15	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
JUNIOR	£28.00	Paid Meal	11	11	11	11	12	56	£35.00	£6.00	£15.00	£4.00	£39.00	£0.00	£99.00	£15.00
Totals	**£23.10**		**41**	**50**	**48**	**45**	**41**	**225**	**£136.50**	**£35.00**	**£44.00**	**£22.00**	**£105.40**	**£2.00**	**£340.90**	**£10.00**

The '**Meals Eaten**' section gives the number of meals required each day of the week for each meal rate in every class.

The '**Cash Received**' section gives the total cash collected each day of the week for each meal rate in every class.

Please Note: This report will provide a summary for Meals, Milk and Adult Meals on separate pages – use your navigation buttons to scroll through each page.

The Weekly Summary

From the Main Menu click the '**Weekly Summary**' button.

Weekly School Meals Summary **Week Commencing: 02-Feb-09**

Pupil Meals Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Free Meal	7	7	7	7	7	35
Paid Meal	5	13	12	12	7	49
Total	**12**	**20**	**19**	**19**	**14**	**84**

Milk Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Milk	25	25	25	25	25	125
Total	**25**	**25**	**25**	**25**	**25**	**125**

Adult Meals Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Adult Meal	0	0	0	0	0	0
Free Meal	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

Cash Received

	Mon	Tues	Wed	Thurs	Fri	Total
Pupil Meals	£14.00	£34.00	£12.00	£12.00	£11.00	£83.00
Pupil Milk	£24.20	£0.00	£0.00	£0.00	£0.00	£24.20
Adult Meals	£10.00	£0.00	£0.00	£0.00	£0.00	£10.00
Total	**£48.20**	**£34.00**	**£12.00**	**£12.00**	**£11.00**	**£117.20**

This report provides a summary of Meals / Milk summarised by Meal Rate, along with a breakdown of the Cash Received summarised by what the cash was received for (Pupil, Adults and Milk).

Banking Summary

Paying In Slip Number	Date	Amount Banked	Type
500001	15-Jan-10	£25.10	Adult - VATable
500001	15-Jan-10	£61.48	Adult Meals
500001	15-Jan-10	£810.00	Pupil Meals
500001	15-Jan-10	£5.00	Pupil Milk
500001	15-Jan-10	£88.48	Snacks

Brought Forward Income:	**£10.00**	
Total Collected:	**£905.58**	
Total Banked for Week:	**£901.58**	**(excluding Snacks)**
Carried forward Income:	**£14.00**	

Banking Notes

includes £1.00 owed by A Smith from prior week

A summary of the weekly banking transactions, along with any notes relating to the banking, is also included.

The headteacher (or authorising officer) must sign the Weekly Summary to authorise that the database is an accurate register of School Meals and Milk.

I authorise that this statement agrees to the monies banked and is an accurate register of Milk and Meals provided.

I confirm that I have checked and counter signed the paying-in slips to ensure that bankings are entire and reconcile to this statement.

Authorised by .....(Headteacher) Date .....

This report must be kept for audit purposes.

The Kitchen Summary

From the Main Menu click the '**Kitchen Summary**' button

The Kitchen Summary provides summary lists of meals required for each day. These lists break down the registered meals by Dietary Requirements, Meal Rate, Meal Type and Adult Meals (if applicable).

Kitchen Summary

W/C: 02/02/2009

Pupil Meals by Dietary Requirement

Dietary Requirement	Mon	Tues	Wed	Thurs	Fri	Total
None	11	19	18	18	14	80
Vegetarian	1	1	1	1	0	4
Total Meals Required	**12**	**20**	**19**	**19**	**14**	**84**

Pupil Meals by Meal Rate

	Mon	Tues	Wed	Thurs	Fri	Total
Free Meal	7	7	7	7	7	35
Paid Meal	5	13	12	12	7	49
Total	**12**	**20**	**19**	**19**	**14**	**84**

Pupil Meals by Meal Type

Meal Type	Mon	Tues	Wed	Thurs
Vegetarian Meal	0	0	0	0
School Packed Lunch	0	0	0	0
Regular School Meal	12	20	19	19
Total	**12**	**20**	**19**	**19**

The Pupil Meals by Meal Type section will only appear if a matching meal type has been entered for the current week.

Adult Meals Provided

	Mon	Tues	Wed	Thurs	Fri	Total
Adult Meal	0	0	0	0	0	0
Free Meal	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

The Current Week Summary

The Current Week Summary can be accessed by clicking the '**View Summaries**' button from within the School Meals, School Milk or Adult Meals screens.

W/C: 18/01/2011

Weekly Pupil Meals Details

Class: J3

Pupil	Meal B/fwd	Meal Rate	Meal Required Mon	Tues	Wed	Thurs	Fri	Cash Received Mon	Tues	Wed	Thur	Fri	Adj	Cfwd Meal
BALDRY Stuart	£0.00	Free Meal	☑	☑	☑ V	☑	☑	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
CHIA Pat	£0.00	Free Meal	☑	☑	☑	☑	☑	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
HARROP Jackie	£0.00	Paid Meal	☑	☑	☐	☑	☐	£2.00	£2.00	£0.00	£2.00	£0.00	£0.00	£0.00
KNIGHTS Linda	£0.00	Free Meal	☑	☑	☑	☑	☑	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
STANFORD James	£0.00	Paid Meal	☑	☑	☑	☐	☐	£2.00	£2.00	£2.00	£0.00	£0.00	£0.00	£0.00
WILLIS Frances	£0.00	Paid Meal	☑	☑	☑	☑	☐	£2.00	£2.00	£2.00	£2.00	£0.00	£0.00	£0.00
Totals	£0.00		6	6	5	5	3	£6.00	£6.00	£4.00	£4.00	£0.00	£0.00	£0.00

This report provides a detailed breakdown (per class) of Brought Forward amounts, Meals Registered, Cash Received and Carry Forward amounts for each pupil (for the current week).

This report does not print at roll forward. If you wish to produce this report each week you must print it before rolling forward.

Please Note: Each class has a separate report - use your navigation buttons to scroll through each page. This report can be printed without previewing it by clicking the '**Print Summaries**' button within the Meals / Milk screens.

Pupil Meal Summary

From the School Meals screen double click on any pupil name to open a report showing all meals, cash received and notes entered for that pupil for the current financial year.

SCHOOL MEALS REPORT Pupil Name: AHMAD Nayeem Meal Rate: Paid Meal
Class: Year1 Dietary Requirements: None

Week	Bfwd	M	T	W	Th	F	M	T	W	Th	F	Adj	Total Due	Total Recd	Cfwd	Notes
10/12/2007	£0.00	☑	☐	☑	☐	☑	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.70	£0.00	-£5.70	
17/12/2007	-£5.70	☑	☑	☑	☑	☑	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.50	£15.00	-£0.20	
24/12/2007	-£0.20	☑	☑	☐	☐	☐	£4.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3.80	£4.00	£0.00	
23/01/2008	£0.00	☑	☑	☐	☑	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.70	£0.00	-£5.70	
30/01/2008	-£5.70	☑v	☐	☐	☐	☐	£7.60	£0.00	£0.00	£0.00	£0.00	£0.00	£1.90	£7.60	£0.00	

This report can only be produced for Pupil Meal details only.

Please Note: This report can not be opened when viewing an archive file.

Pupil Milk Summary

From the School Milk screen double click on any pupil name to open a report showing all meals, cash received and notes entered for that pupil for the current financial year.

SCHOOL MILK REPORT Pupil Name: ASHFORD Jack Milk Rate: Free Meal
Class: JUNIOR Dietary Requirements: None

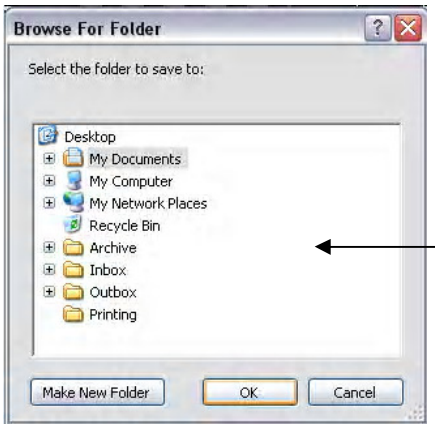
Week	Bfwd	M	T	W	Th	F	M	T	W	Th	F	Adj	Total Due	Total Recd	Cfwd	Note
07/09/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
14/09/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
21/09/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
28/09/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
05/10/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
12/10/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
19/10/2009	£0.00	☐	☐	☐	☐	☐	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

This report can only be produced for Pupil Meal details only.

Please Note: This report can not be opened when viewing an archive file.

Pupil Reports - Excel Export

The pupil meals and milk summaries can be exported into an excel spreadsheet if required. From within either the School Meals or School Milk screen click on the pupil name required then click the Excel button.

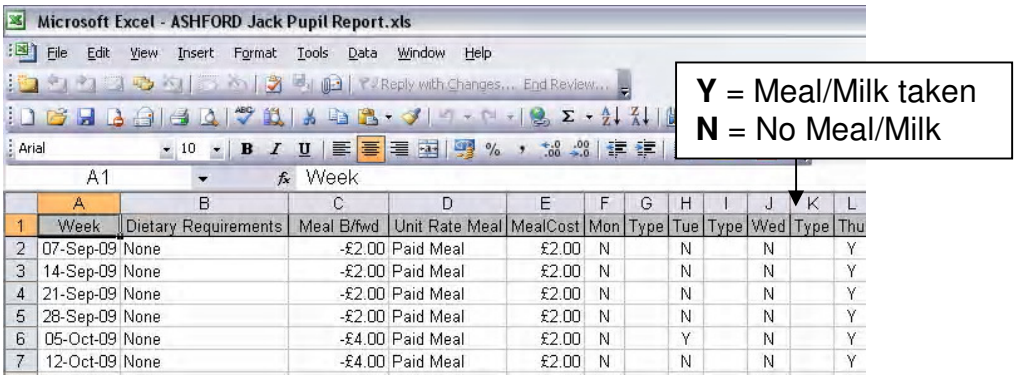


Browse in the location you wish to save the spreadsheet to, and then click '**OK**'.

Click '**Cancel**' to stop the process.

The spreadsheet will then be exported and formatted. You will not see the spreadsheet until you click '**OK**' to this message:

The exported spreadsheet will be saved as the pupils name and "Pupil Report.xls" (e.g. Smith Joe Pupil Report.xls) in the location specified above. If a spreadsheet exists with the same name in the specified location the existing spreadsheet will be replaced.


Microsoft Excel - ASHFORD Jack Pupil Report.xls
File Edit View Insert Format Tools Data Window Help
Reply with Changes... End Review...
Arial 10
A1
Week
Y = Meal/Milk taken
N = No Meal/Milk

	A	B	C	D	E	F	G	H	I	J	K	L
1	Week	Dietary Requirements	Meal B/fwd	Unit Rate Meal	MealCost	Mon	Type	Tue	Type	Wed	Type	Thu
2	07-Sep-09	None	-£2.00	Paid Meal	£2.00	N		N		N		Y
3	14-Sep-09	None	-£2.00	Paid Meal	£2.00	N		N		N		Y
4	21-Sep-09	None	-£2.00	Paid Meal	£2.00	N		N		N		Y
5	28-Sep-09	None	-£2.00	Paid Meal	£2.00	N		N		N		Y
6	05-Oct-09	None	-£4.00	Paid Meal	£2.00	N		Y		N		Y
7	12-Oct-09	None	-£4.00	Paid Meal	£2.00	N		N		N		Y

Please Note: The exported spreadsheet will contain one worksheet with the school meals details and one worksheet with the school milk details (called Meals and Milk respectively).

The Banking to Date Report

From the Main Menu click the '**Banking to Date**' button

Banking To Date All bankings made as at 22 October 2010

Paying in Slip Number	Date	Amount Banked	Type
411314	11-Sep-09	£197.76	Pupil Meals
411315	18-Sep-09	£179.20	Adult - VATable

This report provides a list of all the banking transactions made during the year, along with the type of income banked and a running total of cash banked.

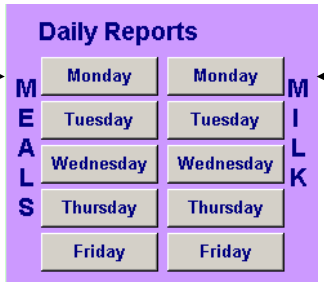
A summary of banking by type is also included within this report.

Summary By Type	
Pupil Milk	£845.88
Pupil Meals	£997.52
Adult Meals - Non-VATable	£770.16
Adult Meals - VATable	£494.40
Snacks	£569.10
Unassigned	£0.00
Total To Date	£3,677.06

Daily Reports

From the Main Menu click the button for the weekday you wish to view.

The left hand buttons relate to School Meals



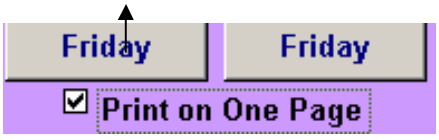
The right hand buttons relate to School Milk

Monday Meals **w/c: 18/01/2011** **Total Meals** **41**

Class	Pupil Name	Dietary Needs	Meal Type
INFANT	ASHFORD Ben		
INFANT	CLACK Lucy		

The type of meal requested will also be shown on this report. If no meal type is shown a regular meal has been requested.

Pupils highlighted in bold within these reports are those registered with a meal rate beginning with the word "Free". Adult meals required will also be shown at the end of this report in a class called '**ADULTS**'.



The Daily Reports will default to printing each class's requirements on separate pages. If you would prefer to print on as few sheets as possible place a tick in the '**Print on One Page**' box on the Main Menu.

SECTION SEVEN

Schools Finance
Dinner Monies Database User Guide
Section 7 – Creditors and Debtors Letters

Creating Creditors / Debtors Letters:

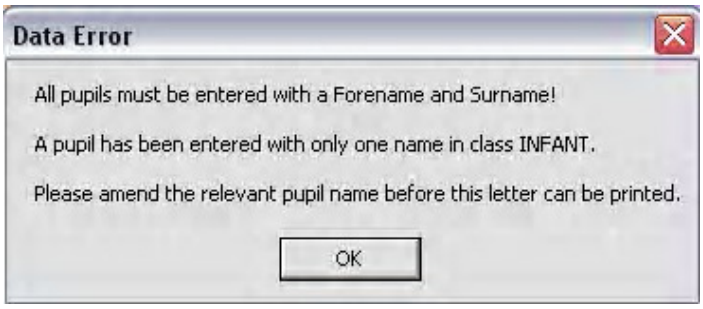
Standard letters for Creditors and Debtors are included within the Dinner Monies Database which schools can send to parents if they wish to. These letters are split between Meals and Milk.

If you have entered your pupil names surname first you must tick this box to ensure the names appear correctly on the letters.

Please Note: Placing a tick in this box will also affect the way in which names appear on any receipt printed from within the database.

From the Main Menu click the button for the letter you wish to produce.

All names within the Dinner Monies database must be created with two names separated by a space. If any names are entered with only one name the Creditors and Debtors letters cannot be opened. If this is the case the following error message will appear:


Data Error
All pupils must be entered with a Forename and Surname!
A pupil has been entered with only one name in class INFANT.
Please amend the relevant pupil name before this letter can be printed.
OK

Click '**OK**' to this message. You must then find and correct the pupil name, in the class stated, by either adding a surname or initial (ensuring they are separated by a space as per the naming convention stated in Section1).

LOGO

Dear Parent / Carer of PUPIL,

Dinner Money Credit

As at DATE your child is £AMOUNT in credit for school meals.

Please complete the slip below to indicate what arrangements you would like to make for the credit balance.

If you have any queries please do not hesitate to contact us.

Yours faithfully,

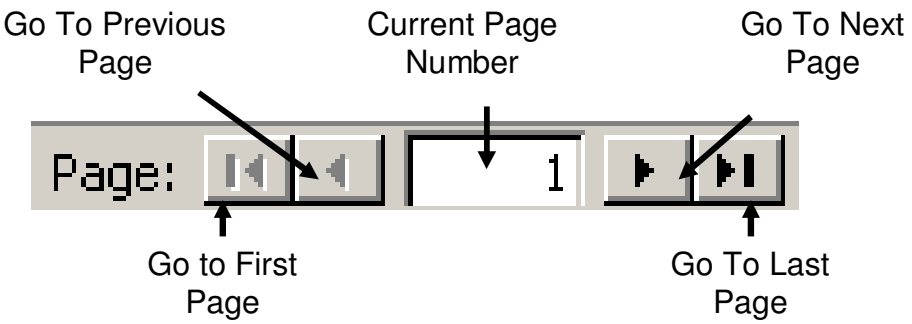
SIGNATURE

AUTHORISED

The fields that will be replaced by data within each letter are:

PUPIL will be replaced with each Pupil Name
DATE will be replaced with the date that the letter is produced
AMOUNT will be replaced with the amount the pupil is in credit / debit
AUTHORISED will be replaced with the name entered in the school details page during the set-up as the authorising officer.
LOGO will be replaced with the school logo if it has been saved in the Dinner Monies folder (see below)
SIGNATURE will be replaced with a scanned signature if it has been saved in the Dinner Monies folder (see below)

When viewing the letters only one page will be shown at a time. To move your way through the letters please use the navigators located in the bottom left of the screen.



Printing Letters:

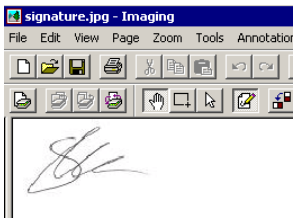
To **Print** the letters click **Options** then **Print.**

To **Exit** the letters click **Options** then **Close.**

Scanned Signatures:

The Creditors and Debtors letters produced from within the Dinner Monies Database have the facility to automatically input the scanned signature of the Headteacher / Authorising Officer.

To do this you will need to have a JPEG file called "Signature.jpg" directly in the Dinner Monies folder (i.e. the location your shortcut points to).



The signature must be located in the top left hand corner of the JPEG file for it to be seen in the letters.

If you are unsure of how to create the jpeg file please contact your school's ICT technician.

Please Note: The scanned signature will also appear on receipts produced from the database if the required file is located in the Dinner Monies folder.

School Logo:

The Creditors and Debtors letters produced from within the Dinner Monies Database have the facility to include the school logo.

To do this you will need to have a JPEG file called "Logo.jpg" saved directly in the Dinner Monies folder (i.e. the location your shortcut points to).

If you are unsure of how to create the jpeg file please contact your school's ICT technician. Alternatively, most schools will have a copy of their logo saved within their Star Accounts folder – simply copy this into the Dinner Monies folder.

Please Note: The logo will also appear on receipts produced from the database if the required file is located in the Dinner Monies folder.

Summary List:

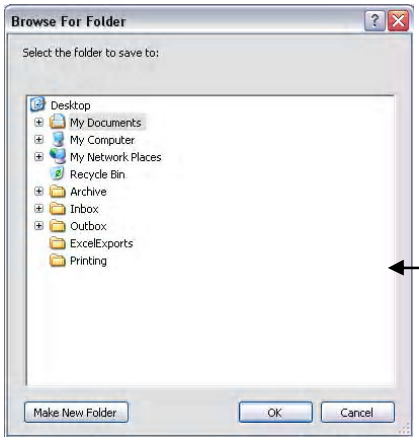
If you would prefer to produce your own letters based on the data within the Dinner Monies Database, rather than using the letters provided within the system, a summary list is included that provides a list of all credits and debits currently held within the database which you can then use to populate your own letters.

CREDITORS AND DEBTORS SUMMARY as at 27/03/2009

Class	Pupil Name	Amount
Creditors - Meals		
Class 1	Boyd Richard	£2.00
Class 1	Willis Frances	£6.00
Class 2	Wright Carol	£2.00
Debtors - Meals		
Class 1	Adams Matthew	-£2.00
Class 1	Baldry Stuart	-£2.00
Class 1	Chia Pat	-£2.00
Class 1	Knights Linda	-£2.00
Class 1	Newell Mary	-£2.00
Class 2	Jones Rachel	-£8.00

Export to Excel:

If you wish to use the data held within the Dinner Monies Database within your own Mailmerge letters an Excel Export has been included. From the Main Menu click the Excel button.



Highlight a folder to save the Excel file to, and then click '**OK**'.

A file called "Mailmerge_Data_" and today's date will be saved to the folder selected. Once exported, this spreadsheet will open on screen.

	A	B	C	D	E	F	G	H	I
1	**Pupil Name**	**Name1**	**Name2**	**Class**	**Meals**	**MealType**	**Milk**	**MilkType**	**Date**
2	WARRINGTON David	Warrington	David	INFANT	£6.00	DEBIT			22 August 2011
3	JEFFERSON Chris	Jefferson	Chris	INFANT	£2.00	DEBIT			22 August 2011
4	HARKER Paul	Harker	Paul	INFANT	£2.00	CREDIT			22 August 2011
5	JONES Rachel	Jones	Rachel	INFANT	£6.00	CREDIT			22 August 2011
6	ADAMS Matthew	Adams	Matthew	INFANT	£2.00	CREDIT			22 August 2011
7	STANFORD James	Stanford	James	INFANT	£2.00	DEBIT			22 August 2011
8	KNIGHTS Linda	Knights	Linda	INFANT	£2.00	DEBIT			22 August 2011
9	BALDRY Stuart	Baldry	Stuart	INFANT	£2.00	DEBIT			22 August 2011
10	WILLIS Frances	Willis	Frances	INFANT	£4.00	DEBIT			22 August 2011
11	CHIA Pat	Chia	Pat	INFANT			£0.20	CREDIT	22 August 2011
12	HARROP Jackie	Harrop	Jackie	INFANT	£2.00	DEBIT			22 August 2011
13	NEWELL Mary	Newell	Mary	JUN 2	£12.00	DEBIT			22 August 2011

Column A: This is the pupil's name as it appears in the database.

Column B: This is the first part of the pupil's name (everything before the space).

Column C: This is the second part of the pupil's name (everything after the space).
Column D: The pupil's class.

Column E: The amount of the pupil's credit or debit for school meals.

Column F: Whether the Meals amount is a credit or debit.

Column G: The amount of the pupil's credit or debit for school milk.

Column H: Whether the Milk amount is a credit or debit.

Column I: The date the data was exported.

Please Note: All of the amounts within this spreadsheet are positive amounts to aid the Mailmerge process. You must ensure that the type of letter sent relates to the Type (Columns F and H).

SECTION EIGHT

Schools Finance

v2011.3

Dinner Monies Database User Guide

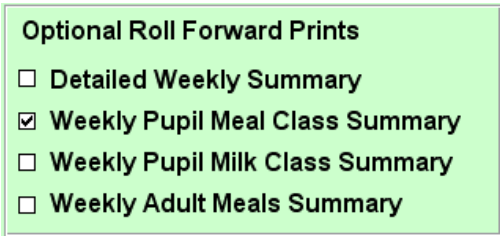
Section 8 – Rolling Forward & Backing Up

At the end of each week the Dinner Monies Database will need to be rolled forward into the next week. The Roll Forward process will archive the current week data and carry forward the balances on meals and milk into the new week.

Roll Forward Prints:

The **Weekly Summary** and **Kitchen Summary** are the only mandatory reports that are required at each roll forward. These will print to your default printer if no issues are found with the data held in the database (as above). **You must ensure that the Weekly Summary is signed by an authorising officer.**

There are, however, several other reports within the Dinner Monies Database that you may wish to print when rolling forward.


Optional Roll Forward Prints
Detailed Weekly Summary
Weekly Pupil Meal Class Summary
Weekly Pupil Milk Class Summary
Weekly Adult Meals Summary

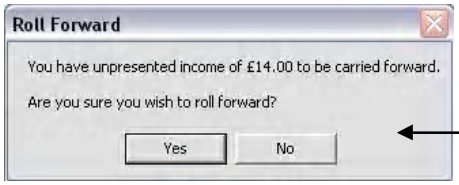
Place a tick next to each optional report you would like to print when rolling forward.

Please refer to Section 6 for details of these reports.

Roll Forward:

From the Main Menu click the '**Roll Forward**' button.

Click '**Yes**' to Continue
Click '**No**' to Cancel



If any Unpresented Income is to be carried forward this message will appear. Click '**Yes**' to continue, or '**No**' to cancel if you wish to investigate further.

If you have clicked '**Yes'** to continue with the roll forward the system will carry out a data validation check to ensure that each entry has a credit or debit carried forward figure.

If any entry does not have a carried forward figure one of the following error messages will appear:

If any of these messages appears the roll forward process will be cancelled. You will then need to find the error within the stated section and rectify it.

To aid in this process the Class field or Adult Name field will be highlighted in red for any pupils/adults with no carried forward figure.

This error will be caused because the Meal Rate selected does not match one in the Meal Rates list. If this is the case you will need to change the meal rate entered to match one within the list.

Once all issues have been resolved, return to the Main Menu and click '**Roll Forward**' again.

The mandatory and optional reports will print if no issues can be found.

Click '**Yes**' to Continue.
If the reports did not print properly click '**No**' to cancel the roll forward. The '**Roll Forward**' button should then be clicked again to reprint the reports.

If you click **Yes** at this point any day that you have registered a meal against a pupil will be cleared i.e. when you enter the School Meals screen the data fields will be blank.

If you click **No** at this point any meals registered will not be cleared i.e. when you enter the School Meals screen the ticks you placed in the Mon – Fri boxes during the previous week will still appear. This may be useful if you have pupils that have set days for school meals during the week.

If you click **Yes** at this point any day that you have registered milk against a pupil will be cleared i.e. when you enter the School Milk screen the data fields will be blank.

If you click **No** at this point any milk registered will not be cleared i.e. when you enter the School Milk screen the ticks you placed in the Mon – Fri boxes during the previous week will still appear. This may be useful if you have pupils that have set days for having milk during the week.

Please follow the guidance notes below if you choose not to clear registered meals and milk.

Once the Roll Forward is completed you will see a message box stating the date of the new week (this will be 7 days forward from the previous week commencing date). Click '**OK**'.

School Holidays:

Weeks that are school holidays (half-term, Easter etc) do not need to be rolled forward. Once you have rolled forward from the end of a term / half-term the week commencing date should be the Monday of the holiday week. You simply need to enter the School Details screen and manually change the date to the first Monday of the new term.

If the first school day after the holidays is not a Monday (e.g. it is a holiday) you will still need to enter the week commencing as the date of the Monday of that week.

Guidance Notes:

If you choose not to clear the Meals registered and/or Milk registered there are several considerations that you will need to take into account.

Bank Holidays – if you have rolled forward meals into a bank holiday you must ensure that you clear the meals registered on those days. Once you roll forward from the week with the bank holiday you will need to re-enter those meals.

Shortened Weeks – if you have rolled forward meals into a week that is not a full 5 days (Mon-Fri) you must ensure that you clear the meals registered on days that the pupils are not present. Once you roll forward from the shorter week you will need to re-enter those meals.

Pupil Meals – You must ensure that you are only registering meals against pupils on days that they actually have a meal.

If a pupil does not have a meal that they did have during the previous week you will need to ensure that in the current week you remove the tick in the relevant day's box. If you do not clear this tick the database will calculate a cost for that meal and you may end up overcharging that pupil.

If a pupil has a meal in the current week that they did not have in the previous week you will need to ensure that a tick has been placed in the relevant day's box. If you do not add this meal the database will not calculate a cost for that meal and you may end up undercharging that pupil.

Year End Process:

This process should be completed at the end of each academic year or prior to the start of the new academic year (i.e. July/August/September).

The year end process has been included within the Dinner Monies Database to ensure that only the current academic year requirements are provided on any report printed from the Dinner Monies Database.

At year end the school will be expected to address any outstanding issues with pupils/adults in debit or credit for school meals or school milk. Once these issues have been addressed the following procedures should be followed – **before** deleting any leaving pupils or adding any new pupils.

Step 1

Roll forward from the last week of term, ensuring that all banking has been made and any adjustments have been entered. Once this has been completed the balances brought forward should agree to the figures you wish to carry forward into the new academic year. All leaving pupils should have a brought forward balance of £0.00.

Step 2

Within the School Details screen click '**Run Year End**'.

If you click '**Yes**' to the above message the following procedures will take place:

- A year-end backup will be made
- The Banking to Date report will be archived
- The Pupil Summary details will be archived
- The Archive Folder will be renamed "Prior Year" followed by the year that has been completed e.g. 2011.
- A New Archive Folder will be created in the Dinner Monies Folder for the current year
- The Import Data button on the Main Menu will be reinstated to allow new classes to be imported.

Step 3

Import any new classes from e1 (following the instructions in Appendix 1, only selecting the new classes required to be exported to the Dinner Imports.csv file). This must be completed before entering the School Meals or School Milk screens. The Import Data button will disappear from the Main Menu once either of these screens is entered.

Alternatively you can simply manually enter the new pupils' names following the instructions given in **Section 1** of this User Guide. If you wish to manually enter the pupil names it may be easier to follow **Steps 4 and 5** before entering the new names.

Step 4

Delete any pupils from the School Meals screen that have left the school at the end of the academic year. Only pupils without a brought forward balance can be deleted.

Step 5

If the non-leaving pupils are moving to a different class you will need to select their new class name from the drop down list. If all of the pupils from one class are moving to the same new class it may prove easier to filter the school meals screen by class and then change the class name for all those pupils.

Please Note: If you wish to do this always start with the class that is moving to the final year and work backwards – this will help to avoid classes with two sets of pupils. If you have imported a new class from e1 you will have two sets of pupils listed under the first year class name.

Step 6

Change the date of the 'Week Commencing' within the School Details screen to the first **Monday** of the new term in September.

Backing Up:

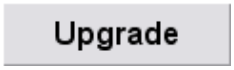
The Dinner Monies Database will need to be backed up to a CD, Zip disk or Server (as applicable) at regular intervals.

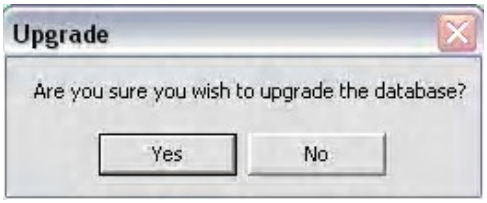
If you have an automated backup procedure that backs up your Filing Cabinet this will now include the Dinner Monies Database (assuming that the database was installed into the Filing Cabinet).

The Dinner Monies Database will also create internal backups when the roll forward process is started. These will be saved within a folder called Backups within the Dinner Monies folder.

Upgrading the Dinner Monies Database:

Within the Dinner Monies Database click the '**Upgrade**' button within the '**School Details**' screen.

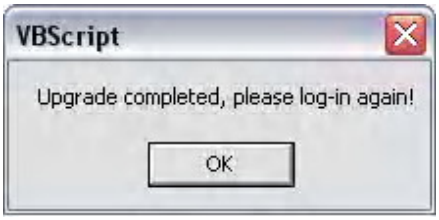




Click '**Yes**' to continue with the upgrade process, or '**No**' to cancel.

Upgrade
An upgrade is about to be completed. Please do not click OK unless the Dinner Monies Database has closed completely!
OK

Click '**OK**' to the above message once the Dinner Monies Database has closed completely.



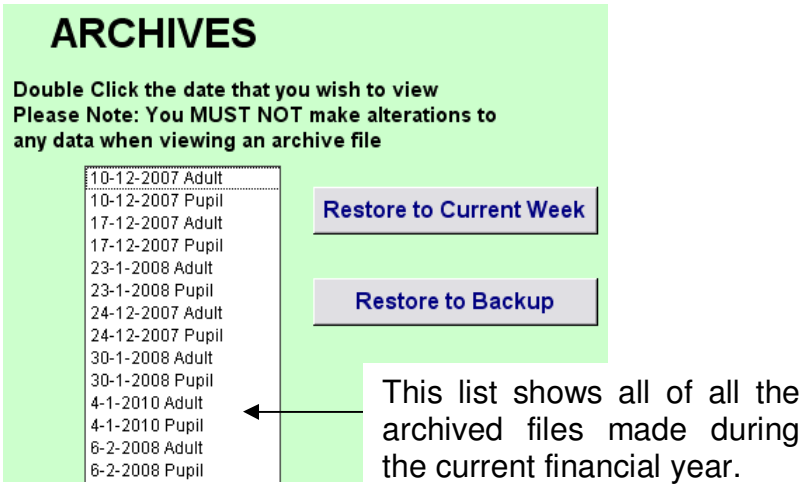
This process may take a few minutes, depending on the speed of the computer; however, you must wait for this message before logging back into the database. Click 'OK', then log back into the database.

SECTION NINE

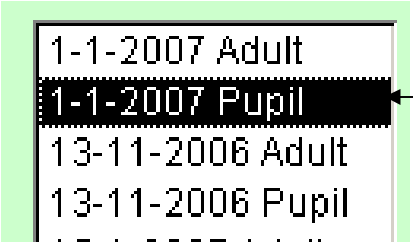
Schools Finance
Dinner Monies Database User Guide
Section 9 – Viewing Archives

Viewing an Archive

From the Main Menu click the '**View Archive**' button



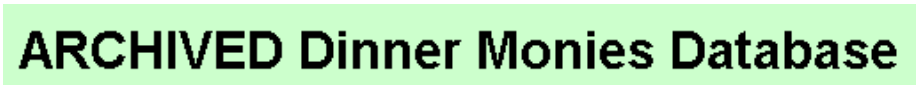
This list shows all of all the archived files made during the current financial year.



Double Click the date you wish to view. You can only view either the pupil or adult archives at any one time.

Please Note: you can only view Adult Data and Pupil Data – you will not be able to access archived banking details.

After double clicking the required file you will be taken back to the Main Menu. The title of the database should now be '**ARCHIVED Dinner Monies Database**'.

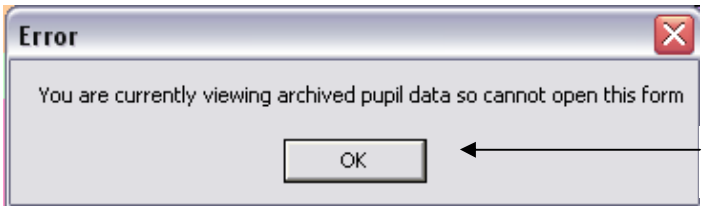


When you enter the data entry screen for Adults or Pupils the data displayed will relate to the archive week you have chosen to view. The date shown within the data entry screen will also state "Archive Week" and the date of the archive selected e.g.

When viewing an archive file you **must not** make any changes to the data contained within the archive. Any adjustments required must be made during the current week. Any changes made in an archive file will have no effect on the current weeks' data.

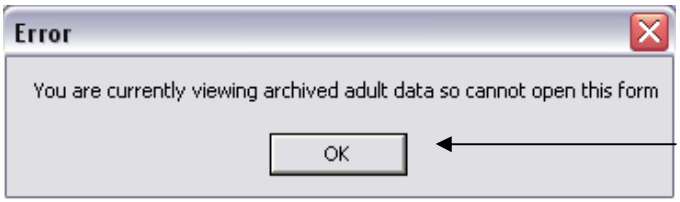
When viewing archived files you will only have access to the data entry screens (excluding Weekly Banking) and certain reports. You cannot produce letters, amend school details, amend meal rates or roll forward from an archive file. If you attempt to any of these screens an error message will appear. Click '**OK**' to these messages.

If you have selected an archive file relating to pupils you will be denied access to the adult meals screen (as this would still relate to the current week).



Click '**OK**'

If you have selected an archive file relating to adults you will be denied access to the pupil meals/milk screens (as these would still relate to the current week).



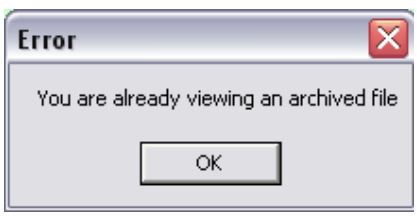
Click '**OK**'

Exiting the Archive:

You can only view one archive file at any one time. To close the archive file and return to the current week's data click the '**Restore to Current Week**' button within the archive screen.

If you use the '**Close Database**' button from within the Main Menu screen the database will also restore to the current week before closing if necessary.

If you were to double click another archive file to view before restoring to the current week an error message will appear, click '**OK**' to this message.



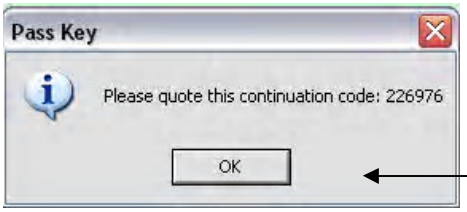
Additional Information:

When viewing an archived file you must take care to ensure the Meal Price is correct for the archived week. The database will always calculate Carried Forward and Brought Forward values using the currently listed meal prices. Therefore, if a meal rate has changed between the archived week and the current week the carried forward amounts shown on the archive screen will be incorrect.

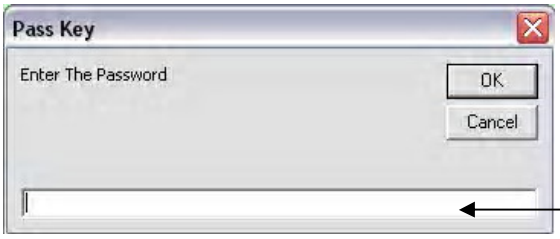
Restore to Backup:

If for any reason you wish to restore the data in your database to an earlier version (i.e. one from a previous roll forward) this can be done via the '**View Archives**' screen.

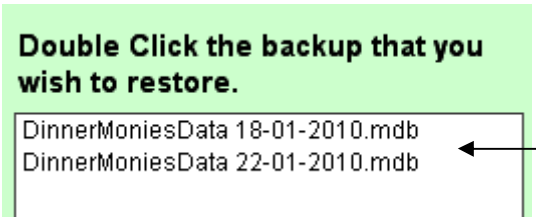
Click the '**Restore to Backup**' button.



Call Computer Accounts and quote this continuation code. Click 'OK' when prompted by Computer Accounts.



Enter the pass key given by Computer Accounts, and then click '**OK**'.



A list of backups created by the system during the roll forward process will appear.

Double click the file to be restored to.

Restore Datafile
You have selected to restore the current datafile to DinnerMoniesData 22-01-2010.mdb, is this correct?
Yes
No

Click '**Yes**' to restore the file, or '**No**' to cancel the process.

Please Note: The restored datafile will be the position of the database prior to the roll forward during the restored week therefore the database will need to be rolled forward before entering any further details for future weeks. Any adjustments required to the restored week can be made before rolling forward.

If you choose to restore your data to a prior version any meals / milk registered for the period after the restored backup will need to be re-entered.

APPENDIX

Schools Finance
Dinner Monies Database User Guide
Appendix 1 – Installing the Dinner Monies Database

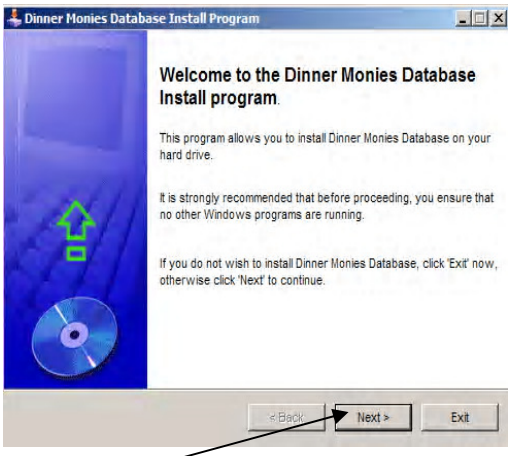
Insert the installation CD into the disk drive.

Open My Computer and then open the CD

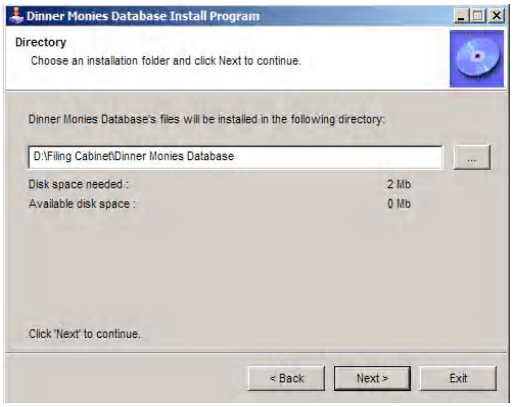
Double Click the

icon.

Follow the instructions below to load the database.

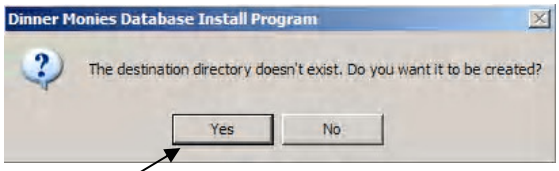

Dinner Monies Database Install Program
Welcome to the Dinner Monies Database Install program.
This program allows you to install Dinner Monies Database on your hard drive.
It is strongly recommended that before proceeding, you ensure that no other Windows programs are running.
If you do not wish to install Dinner Monies Database, click 'Exit' now, otherwise click 'Next' to continue.
< Back
Next >
Exit

Click **Next**

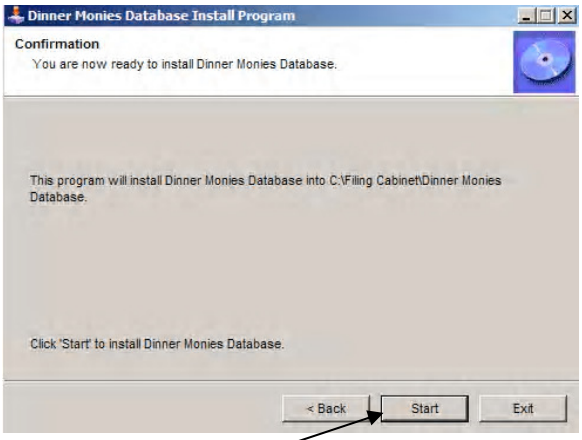

Dinner Monies Database Install Program
Directory
Choose an installation folder and click Next to continue.
Dinner Monies Database's files will be installed in the following directory:
D:\Filing Cabinet\Dinner Monies Database
...
Disk space needed :
2 Mb
Available disk space :
0 Mb
Click 'Next' to continue.
< Back
Next >
Exit

The Dinner Monies Database will automatically default to the D:\Filing Cabinet on installation. If your filing cabinet is not located on the D Drive please change the D:\ to drive your filing is located e.g. C:\.

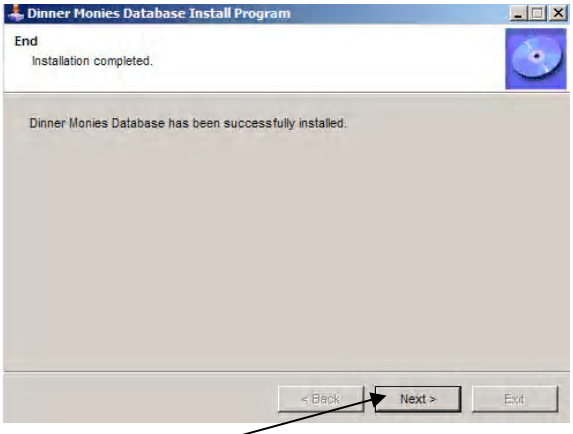
Click **Next**



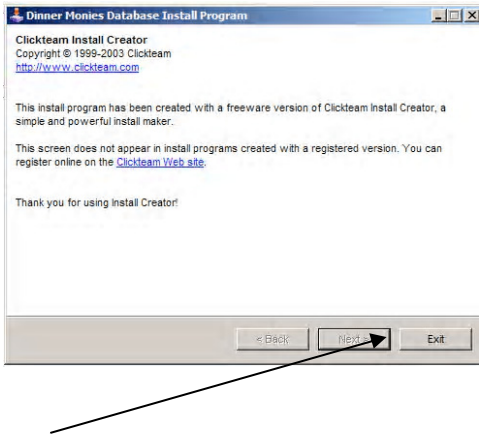
Click **Yes**


Dinner Monies Database Install Program
Confirmation
You are now ready to install Dinner Monies Database.
This program will install Dinner Monies Database into C:\Filing Cabinet\Dinner Monies Database.
Click 'Start' to install Dinner Monies Database.
< Back
Start
Exit

Click **Start**



Click **Next**


Dinner Monies Database Install Program
Clickteam Install Creator
Copyright © 1999-2003 Clickteam
http://www.clickteam.com
This install program has been created with a freeware version of Clickteam Install Creator, a simple and powerful install maker.
This screen does not appear in install programs created with a registered version. You can register online on the Clickteam Web site.
Thank you for using Install Creator!
< Back
Next >
Exit

Click **Exit**

During the installation process a shortcut to the Dinner Monies Database will have been created on your desktop.

Double click the

icon on your desktop to open the database.

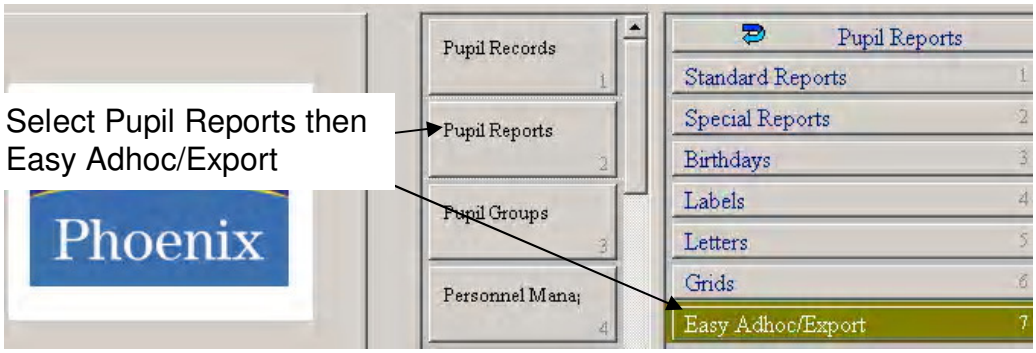
The database password is '**dinners**'.

Schools Finance
Dinner Monies Database User Guide
Appendix 2 – Importing Data from Phoenix/e1

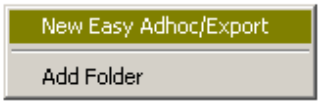
Please Note: The '**Data Import**' button will disappear when you first enter any of the Data Entry screens; therefore, if you wish to import data you must not enter any of the Data Entry screens until the import is complete.

Creating Phoenix Gold Report

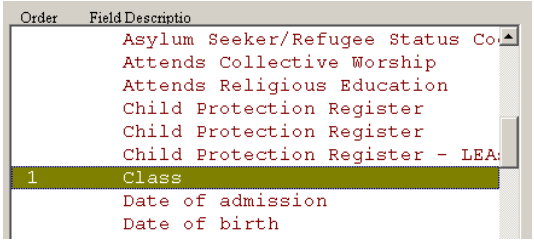
If you wish to import your schools pupil names and class details from Phoenix please follow the instructions below. The report described below must be created in the format stated for the data import to be successful.



Right Click within the Easy Adhoc / Export Reports section and click New Easy Adhoc/Export

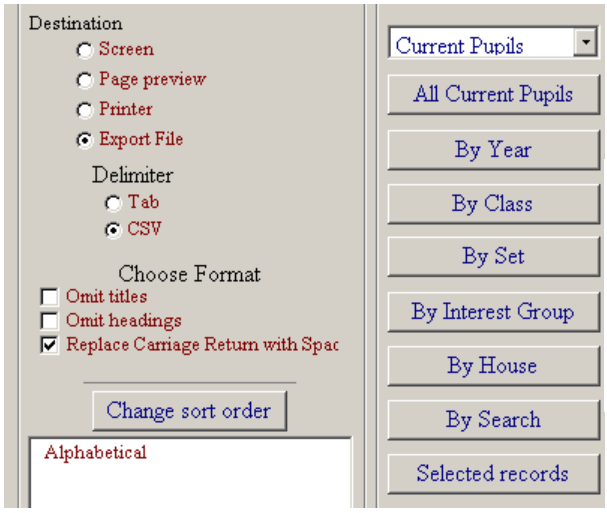


The fields that you must select to include in the report are "Class" and "SURNAME + preferred forename". Class must be the first selection i.e. the order field must be 1 (as below) and the pupil name must be the second selection i.e. order number 2.



This report must be called Dinner Imports within Phoenix. Click Save Report to return to the reports menu.

Highlight the Dinner Imports name within the reports section.



Click the Export File radial button, and then select CSV (as shown)

Click All Current Pupils to produce the report

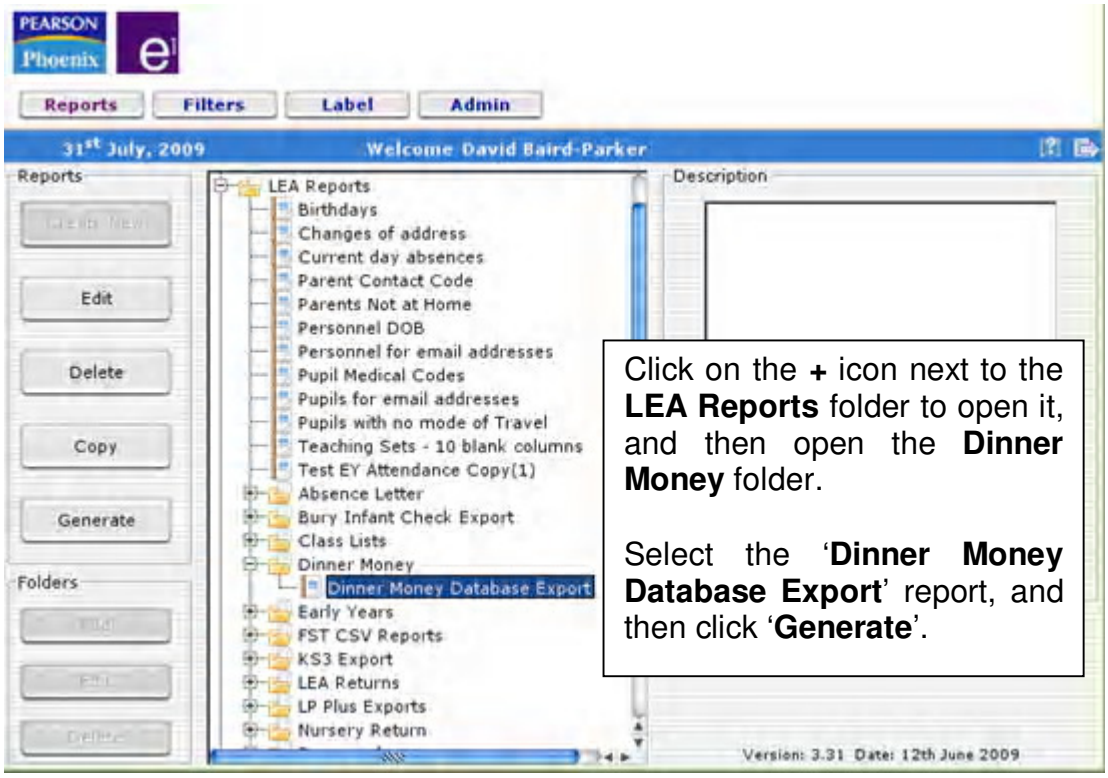
You must then save this report.

The default place for exporting Phoenix reports is the DataExch folder within the Phoenix folder. If you wish to save the file to any other location browse in the required location before clicking '**Save**'. Note the location down as you will need it when importing the data into the database (see **Importing Data** below).

Creating e1 Report

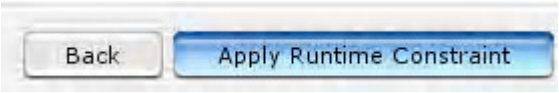
If you wish to import your schools pupil names and class details from e1 please follow the instructions below. The report detailed below must be created in the format stated for the data import to be successful.

Firstly launch **e1 Report Writer**, either from the menu option within e1 or from the shortcut on your desktop:

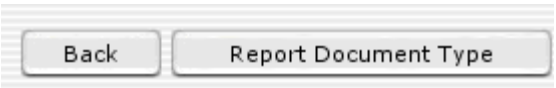


Click on the **+** icon next to the **LEA Reports** folder to open it, and then open the **Dinner Money** folder.

Select the '**Dinner Money Database Export**' report, and then click '**Generate**'.



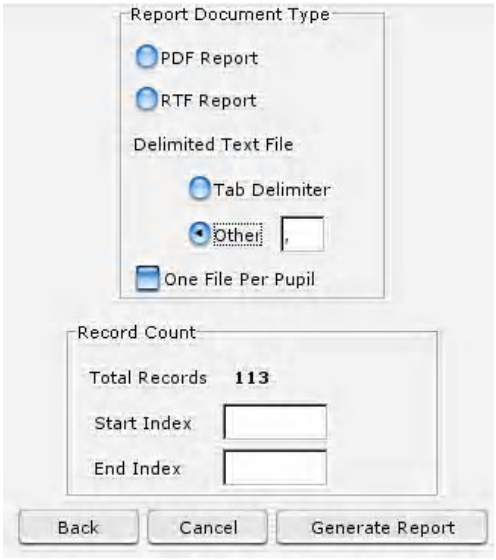
Click '**Apply Runtime Constraint**'.



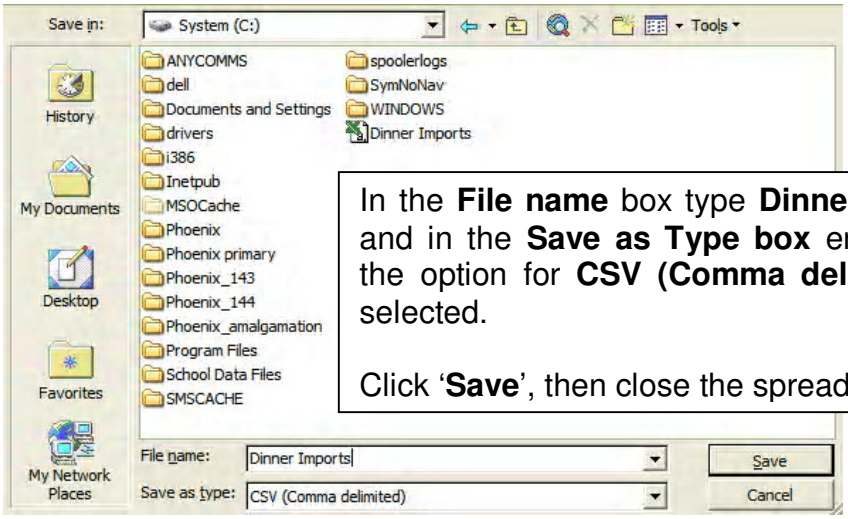
Click '**Report Document Type**'.

Select the '**Other**' option (do not enter anything else). Click '**Generate Report**'.

Once generated, the report will open in Microsoft Excel.



In the Excel spreadsheet, go to the **File** menu and choose **Save as.** Save this file to any location on your computer. Note this location down as you will need it when importing the data into the database (see **Importing Data** below).



In the **File name** box type **Dinner Imports** and in the **Save as Type box** ensure that the option for **CSV (Comma delimited)** is selected.

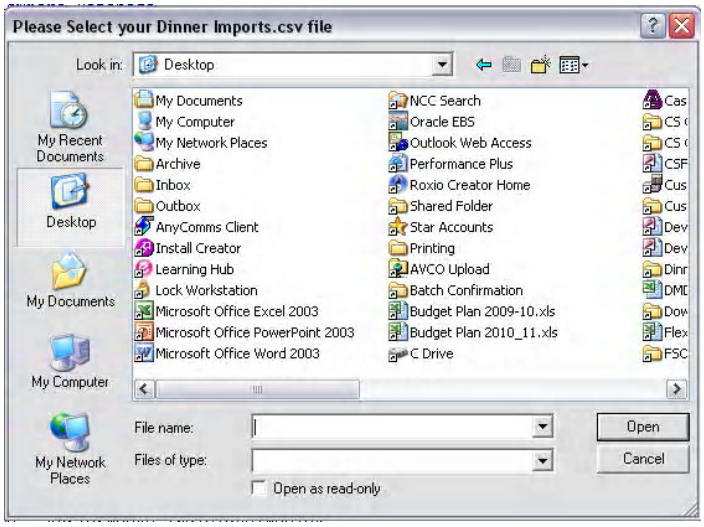
Click '**Save**', then close the spreadsheet.

Once the report has been created and saved please follow '**Importing Data**' below.

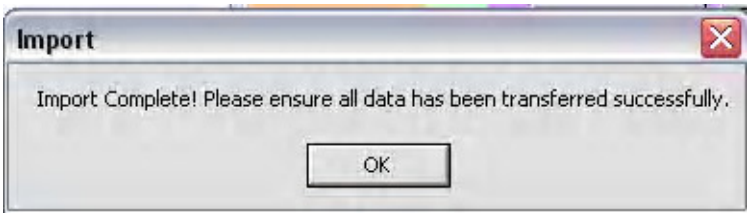
Importing Data

From the Main Menu click the '**Import Data**' button.

Click '**Yes**' to Import the data, or '**No**' to cancel.



Browse in the location of the "**Dinner Imports.csv**" file created within Phoenix / e1, and then either double click the file or highlight it and click '**Open**'. You can click '**Cancel**' at this point to stop the import process.



Click '**OK**'.